

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

**Trustees Reorganization and Monthly Meeting
12-10-19**

The Village of Cold Spring Board of Trustees held its monthly meeting at the Cold Spring Village Hall, 85 Main Street on Tuesday December 10, 2019 at 7 pm. Present were: Mayor David Merandy and Trustees Marie Early, Lynn Miller and Frances Murphy and Steve Voloto.

REORGANIZATION

1. Resident appointments

- a. Clerk/ Treasurer – Two year term (currently J. Vidakovich)
- b. Registrar – One Year Term (currently A. Bouchard)

2. Non-resident appointments

- a. Water and Wastewater Superintendent for one year term (currently M. Kroog)
- b. Acting Justice for one year term (currently C. Linson)

3. Mayor and Board - Offices and Appointments

- a. Budget Officer (currently D. Merandy)
- b. Board of Water Commissioners (currently Village Board of Trustees)
- c. Deputy Mayor (currently M. Early)
- d. Members of the Audit Committee (currently M. Early, L. Miller, F. Murphy - Alternate)
- e. Insurance/ Risk Management Committee (Currently F. Murphy, S. Voloto)
- f. Representative to the Town of Philipstown (Currently D. Merandy)
- g. Representative to the Fire Company (Currently S. Voloto)
- h. Representative to the Cold Spring Boat Club (Currently D. Merandy, F. Murphy)
- i. Representative to the Cold Spring Police (Currently D. Merandy, M. Early)
- j. Representative to Putnam County (Currently L. Miller)

4. Appointments to standing boards

- a. Recreation Commission
 - 1. Chair for one year term (Currently R. Cullinan-Barr)
 - 2. Recreation Commission member for a 5 year term (J. Phillips term ends)
- b. Planning Board
 - 1. Chair for one year term (Currently M. Francisco)
- c. Historic District Review Board
 - 1. Chair for one year term (Currently A. Zgolinski)
 - 2. HDRB Member S. Conway for five year term
- d. Zoning Board of Appeals
 - 1. Chair for one year term (Currently A. Wolfe)
 - 2. Zoning Board member J. Martin for five year term
- e. Tree Advisory Board
 - 1. Chair for one year term (Currently J. Zwarich)

Mayor Merandy made a motion to adopt items 1-4 with the exception of 4.a.2. Trustee Early seconded and the motion passed unanimously.

5. Appointments to committees

- a. Code Update Committee- P. Henderson, K. Doyle, M. Reisman, 2 vacancies

Mayor Merandy made a motion to adopt the Appointments to committees. Trustee Early seconded and the motion passed unanimously.

6. Meetings

- a. Date: monthly meeting on second Tuesday at 7:30 pm, other meetings on the first and fourth Tuesdays
- b. Agenda – per Trustee Handbook
- c. General procedures, procedures for calling special meetings and guidelines for public comment- per Trustee Handbook

Mayor Merandy made a motion to adopt the Meetings, as described. Trustee Murphy seconded and the motion passed unanimously.

7. Official Depositories M & T Bank

- a. M & T Bank Authorized Signatories (currently D. Merandy, M. Early, F. Murphy and J. Vidakovich)

Mayor Merandy made a motion to adopt M & T Bank as official depository. Trustee Early seconded and the motion passed unanimously.

8. Policies

- a. Equal Employment Officer- (currently D. Merandy)
- b. ADA Compliance Officer (currently M. Early)
- c. Workplace Violence (currently D. Merandy)
- d. Ethics Policy – per Village Code
- e. Procurement and Investment policies (Trustee Handbook)
- f. Sexual harassment Prevention (currently D. Merandy)

Mayor Merandy made a motion to adopt the Policies. Trustee Murphy seconded and the motion passed unanimously.

9. Fee schedule

Trustee Early made a motion to adopt the Fee Schedule as amended and pending changes discussed. Mayor Merandy seconded and the motion passed unanimously.

10. Official Newspaper (Currently PCN&R)

Mayor Merandy made a motion to use the PCN&R as the official newspaper. Trustee Murphy seconded and the motion passed unanimously.

11. Appointment of Village Counsel (currently John Furst of Catania, Mahon, Milligram, & Rider PLLC)

Mayor Merandy made a motion to continue the appointment of Village Counsel. Trustee Early seconded and the motion passed unanimously.

12. Authorizing attendance at schools and conferences

RESOLUTION #29-2019 ATTENDANCE AT SCHOOLS AND CONFERENCES

WHEREAS there is to be held during the coming official year a) NYCOM's annual meeting and training school; b) NYCOM's Fall Training; c) Pace Land Use Training;

WHEREAS, attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

SECTION 1: That the following officers and employees are authorized, subject to availability of funds, to attend the aforementioned schools:

Mayor and Board of Trustees, Clerk, Accountant, Clerk to Justice, Planning and Zoning and Historic District Review Board members.

SECTION 2: That this resolution is effective immediately.

Mayor Merandy moved the foregoing resolution which was seconded by Trustee Miller.

On roll call vote:

Trustee Lynn Miller voting	AYE
Trustee Marie Early voting	AYE
Trustee Frances Murphy voting	AYE
Trustee Steve Voloto voting	AYE
Mayor Dave Merandy voting	AYE

The motion was adopted on 12/10/19 by a vote of 5-0-0-0.

POLICE DEPARTMENT REPORT

In a written report, Officer in Charge Larry Burke reported for the month of November 2019 that:

- There were 58 calls for service
- There were 130 tickets issued
- There were two arrests for trespass and one arrest for unauthorized use of a vehicle
- The department reminds the Village of the necessity to hire a part-time prosecutor effective Jan 2020 to replace the work done by the Putnam County DA
- The department wishes to recognize Bill Bujarski who retired at the end of November
- The department requests approval and funding to hire Bill Bujarski for (4) months to assist in the reorganization of the department. OIC Burke will prepare a proposal for Board review.
- OIC Burke recommends hiring of Scott Morris as a new police officer

MONTHLY REPORTS

Recreation Commission

In a written report for the month of December, Chair Ruthann Cullinan Barr noted that:

- Electrical work at the Riverfront, Bandstand and Pavilion has been completed
- Electrical work at the 911 Memorial and Tot's Park remains to be completed
- Next items on the repair list are installation of dividers in the Pavilion bathrooms and new doors. A method to close the gates at the Pavilion will also be reviewed.
- The scope of work for the seasonal laborer needs to be clarified. *(Mayor Merandy will speak with the Highway Department and Bruce Campbell)*
- The commission recommends renewal of the lawn care agreement with JP McHale for \$2,225/year for a three-year term. *(Board members discussed whether JP McHale services actually address lawn care or only pest control)*
- Tree lighting at the Bandstand will be on December 14th begin at 6pm with Santa arriving at 6:30pm
- The light illuminating the flag at the band stand is out
- Applications have been received for:
 - 9-19-20 Hops on the Hudson (setup 9-18 and breakdown 9-21)
 - 6-27-20 Hops on the Hudson (setup 6-26 and breakdown 6-29)

Planning Board – none

Zoning Board of Appeals

In a written report for November 2019 the ZBA noted that:

- There was no new business
- The ZBA held a workshop for an application for variances to construct a home at 21 Parsonage Street. A public hearing is scheduled for 12-19-19
- Laura Bozzi was appointed to the board, replacing Grace Lo

- ZBA granted a variance to the maximum allowed lot coverage for construction of an addition to an existing house at 41 Garden Street
- ZBA granted a yard setback variance for a deck at 12 Benedict Road
- An application for variances to allow group ceramics lessons at 7 Fair Street was withdrawn

Town of Philipstown - none

Historic District Review Board

In a written report for the month of November it was noted that:

- Applications were reviewed for:
 - 3-5 Parsonage Street
 - 21 Parsonage Street
- A public hearing was conducted for 41 Garden Street and the application was approved
- Due to the Thanksgiving holiday, an additional workshop session was not held in November
- For the December 11 meeting, applications have been received for:
 - Solar arrays at 14 Garden Street and 24 Parsonage Street
 - Fence at 17 Marion Ave
 - New garage at 17 Marion Ave
 - 21 Parsonage St
- Due to the Christmas/New Year holidays, there will not be an additional workshop session in December.

Cold Spring Fire Company - None

Tree Advisory Board (TAB) - None

Code Update Committee

In a written report for the month of November the CUC noted that:

- The CUC met once in in November to evaluate the feedback received from the 5th public meeting and from comments received from the public after the meeting
- The CUC is scheduled to present their recommendation to the Village Board of Trustees in December and formally turn over the recommendations to the Village Board. After that, the CUC will provide whatever advisory/consultation work is requested of them. There are no planned additional meetings of the CUC
- The November conference call with NYSEDA was conducted along with a conference call with NYSEDA and the Village accountant to determine the process to move funding among various phases. NYSEDA was verbally in agreement with this request.
- There are still some invoices from the CUC consultant and legal counsel which have not yet been received. Once received, requests for reimbursement will be submitted to NYSEDA.

WATER DEPARTMENT

Water & Wastewater Superintendent Matt Kroog noted that for the month of November 2019:

- Reservoir status is at 96% capacity
- Flow to System is 7.66 MG/255 k/day
- 2018 Flow to System was 6.49 MG/209 k/day.
- Bacteria Lab Test sampling is acceptable for drinking
- A Low Flow Flush was performed in the Parsonage, Parrot, Pine and Paulding section of the district on 11-22-19, to ameliorate the discolored water conditions in that area of the village.
- Putnam County Health Department was onsite 11-25-19 to collect coliform and turbidity samples from two locations in the area where the discoloration was experienced and results were found in good standing. PCHD is to follow up with residents.
- DR900 was received and put into operation, confirmed the over dosage of coagulant coming out of the rain event. Additional Water Treatment Facility testing to be implemented as well as increasing daily distribution system analysis to catch potential issues before they become systemic problems.
- Re the Catskill DEP Project: the Badey and Watson surveying of the DEP connection site was approved, but have not sent in authorization after DEP has notified the Village that their pipe tapping plans are likely to change in the fall of 2020

WASTEWATER DEPARTMENT

Water & Wastewater Superintendent Matt Kroog noted that for the month of November 2019:

- Plant inflow was 5.41 million gallons
- Average daily flow was 180K gallons
- Biochemical Oxygen Demand: 97.61% removal
- Total Suspended Solids: 97.48% removal
- Re Kemble Ave Pump Station: met with Bill G. of Wilkins Construction about completion of the valve replacements at the pump station before year's end
- Re Kemble Ave Pump Station: have been in contact with Pete Tabone with PCS regarding upgrading of pump control and alarm system, which currently only identifies high or low level alarms. The existing manhole monitor system will potentially be relocated to the wet well pump system at the lower Main estuary to allow callouts of high level, which is currently not possible. The upgraded panel (at a cost of \$2,100 for the new panel) will allow receipt of an alarm calls for power failures, individual pump failures as well as daily and monthly runtime reports (as is already possible from the West and Market St. P.S.'s.) Quotes for both locations expected on 12-9-19
- There are no updates to the sludge dewatering pilot study

At the request of Mayor Merandy, Matt will investigate the sink hole on Fair Street

BUILDING DEPARTMENT

In a written report the department noted that for the month of November 2019:

- 6 new building permit applications were received
- 3 building permits were issued
- 0 operating permits were issued
- 1 dumpster permits was issued
- 7 Certificates of Occupancy were issued
- 2 record searches were completed
- 1 complaint was received
- 1 referral to the HDRB was made
- 1 referral to the ZBA was made
- 0 referrals to the CSPB were made
- \$525 in application and permit fees were collected
- \$150 in record search fees were collected
- \$30 in other fees were collected

HIGHWAY DEPARTMENT

In a written report Crew Chief Robert Downey noted that during the month of November 2019:

- 59.28 tons of garbage were picked up
- 17.53 tons of recyclables were picked ups
- Roofs cleaned at the Subway and visitor center bathrooms
- Leaves vacuumed in the village
- 12 trees planted with TAB
- There were three brush collections
- Mayor's park bathrooms were winterized with help of Bruce Campbell
- P & G Electric serviced all disconnect boxes on Main St. for wreaths
- 12 new electrical sockets installed in the older candle wreaths
- Wreaths were hung with assistance of Putnam County Highway Department
- Department assisted County Highway Department with leaf removal on Upper Station Road
- Plows were installed on all trucks
- Small salter mounted on the 2016 F0350 for the 2.5-day storm
- Snow removal begun on Locust Ridge and the Fire Department
- Philipstown Tree Service removed two storm damaged trees from the Village
- Repairs were made to
 - Broken plow on '97 F-350
 - Broken tooth on backhoe bucket
 - Damaged volute on backhoe vacuum motor

- Bearings in the concrete grinder
- Seal on '89 International salter hydraulic system
- Purchased and mounted new snow tires '19 F250
- '03 International garbage truck brought to Arkel Motors for two new injectors, belt tensioning system and exhaust repair
- Worked on garage door tracking system
- Acquired a used plow control box to repair existing one in '97 F-350
- New lighting being installed in garage

JUSTICE COURT

In a written report Village Justice Costello noted that for the month of November 2019:

- \$4,300 in fines, forfeited bails and civil penalties were collected
- \$4,245 in parking fines were collected
- \$280 in civil fees were collected
- \$2,497 mandatory state surcharges were collected
- There were two Penal Law charges
- There were 58 Vehicle & Traffic Law charges
- There were no Civil charges

RESOLUTION #30-2019 ACCEPTING RESULTS OF AUDIT

The following resolution was offered by Mayor Merandy for adoption and seconded by Trustee Miller, to wit:

WHEREAS, the Village has engaged EFPR Group LLP, Certified Public Accounts, to conduct an independent audit of the Village's Accounting Practices, Policies and Estimates; and

WHEREAS, EFPR Group presented its findings for the Fiscal Year ending May 31, 2019 to the Village Board of Trustees on November 26, 2019;

WHEREAS, EFPR Group found that the Village's accounting practices and policies were appropriate, comply with generally accepted accounting principles and policies and were consistently applied;

WHEREAS, EFPR Group found that there were no significant changes made to the process or assumptions used to develop accounting estimates and that financial statement disclosures were neutral, consistent and clear.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Village Board accepts the findings of EFPR Group for the Fiscal Year ending May 31, 2019.

On roll call vote:

Trustee Marie Early voted: AYE
Trustee Lynn Miller voted: AYE
Trustee Frances Murphy voted: AYE
Trustee Steve Voloto voted: AYE
Mayor Dave Merandy voted: AYE

Resolution officially adopted on 12-10-19 by a vote of 5-0.

APPROVE HIRING OF NEW POLICE OFFICER (SCOTT MORRIS) PER RECOMMENDATION OF OIC BURKE

Mayor Merandy made a motion to hire Scott Morris. Trustee Miller seconded and the motion passed unanimously.

It was noted that Morris will serve a two year probationary period.

REQUEST FOR MENORAH LIGHTING ON MAIN STREET

Mayor Merandy made a motion to grant the request from Rabbi Avi Korner for a menorah lighting on Main St. Trustee Early seconded and the motion passed unanimously.

APPLICATIONS BY HOPS ON HUDSON FOR TWO EVENTS IN 2020

Hops on Hudson has applied for permission to hold two events: one on 9/19/20 and the other on 6/27/20. During the discussion it was noted that:

- Insurance is required to cover the setup and takedown and this is to be noted on the certificate of insurance
- Attendance is anticipated at 1,000 with a 1,500 cap
- CIC Burke noted that the Village doesn't have staff to accommodate more than 1,500 attendees
- Recreation Commission Chair Barr noted that future applications for ticketed events will include a 1,500 attendee cap
- Personnel will be required to direct vendor parking and parked vehicles must be organized to allow access by emergency vehicles (which has not been the case in the past)
- A list of vendor vehicles must be submitted
- Vendors could be issued parking permits for identification
- Parking attendants to be posted at entrance to parking area as well as inside
- No signs are permitted on Village property

Mayor Merandy made a motion to approve the application for both events subject to the caveats discussed. Trustee Early seconded and the motion passed unanimously.

REPORT OF MAYOR AND TRUSTEES

There were no reports

CORRESPONDENCE

None

APPROVAL OF BILLS

Trustee Miller made a motion to approve Batch #5389 in the amount of \$159,490.46. Mayor Merandy seconded and the motion passed unanimously.

MINUTES

Approval of 11/26/19 minutes was tabled.

PUBLIC COMMENT

John Scherer asked about the procedure to affix banners to utility poles. Mayor Merandy requested a proposal for review and noted that Central Hudson owns the utility poles and their permission must also be solicited

EXECUTIVE SESSION

Mayor Merandy made a motion to enter into executive session. Trustee Miller seconded and the motion passed unanimously at 8:45pm

Mayor Merandy made a motion to exit executive session. Trustee Miller seconded and the motion passed unanimously at 9pm.

ADJOURNMENT

Mayor Merandy made a motion to adjourn. Trustee Miller seconded and the motion was passed unanimously at 9 pm

Submitted by: M. Mell

Mayor David Merandy

Date