

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

**Monthly Meeting
8/8/17**

The Village of Cold Spring Board of Trustees held its monthly meeting at the Cold Spring Village Hall, 85 Main Street on Tuesday, August 8, 2017 at 7:30pm. Present were Trustees Lynn Miller, Marie Early and Frances Murphy. Mayor Dave Merandy and Trustee Steve Voloto were absent.

Financial Report:

Village Accountant Michelle Ascolillo presented the June – July 2017 Financial Report. Highlights included:

- \$1,501,145 in taxes was collected through July 31.
- The AUD was submitted to the Comptroller's office on July 21.
- Building Permit fees collected through 7/31 total est. 47% of the projected revenue for FY 17-18.
- Independent Auditors will be on site 9/25- 9/27.
- Parking meter fees collected through 7/31 total est. 32% of the projected revenue for FY 17-18.
- A Zero Turns Radius Mower was purchased under Shared Services Equipment.
- Water & Sewer charges collected through 7/31 total est. 25% of the projected revenue for FY 17-18.

Monthly Reports:

- **Recreation Commission:**

The Committee approved the following requests:

- Cold Spring Chamber Free Concerts at the Waterfront
- A birthday party at Mayors Park
- A Class Reunion Refund for Use of Mayors Park
- A birthday party at Mayor's Park

- **Planning Board:**

The Planning Board waived its right of lead agency status to the HDRB regarding the 126 Main Street application.

- **Zoning Board of Appeals:**

- A public hearing for the 12 Locust Street application is scheduled for 8/17.
- There are pending applications for 26 Rock Street and 126 Main Street.
- Chair Gregory Gunder will be leaving Cold Spring as of January 2018 and suggests the Board replace him earlier to make a smooth transition.

- **Town of Philipstown:**

Robert Flaherty informed the board of several topics:

- The Avery Road Bridge was not completed on schedule but should be open next week.
- More progress was made on the Annex Building for the Building Department.
- A meeting has held with the DEC regarding the use of herbicides on the Fishkill Road.

- **Historic District Review Board:**

- The HDRB held extra meetings in July to accommodate the influx of applications that have come in since early Spring.
- Work continued on the Design Standards Update; Tilly Architects are scheduled to deliver the first full draft of the revised standards by 8/9.

- **Putnam County:**
None
- **Cold Spring Boat Club:**
None
- **Cold Spring Boat Club:**
Fire Chief Matt Steltz presented the Fire Company monthly report. Highlights included: in the month of July, there were 20 calls for service, five injured hikers, four wires down, five activated fire alarms, and one standby at the North Highlands Fire Department.
- **Parking Committee:**
None
- **Tree Advisory Board:**
 - The Boat Club members have completed the painting of a portion of the new fencing and completed planting all of the Myrica shrubs for the improvement of the New St. property.
 - The Board discussed and planned the Central Hudson Line Clearance; seven trees are to be removed in full or partially.
 - The Board collaborated with the Mayor on recommendations for their next round of tree pruning and removal work, which will include the removal of two 8ft trunks that are left over from the collaboration with Central Hudson as well as several of the next trees from their priority list.
- **Code Update Committee:**
 - The Committee continued to outline preparation and research into the seven topics in the “Appearance” category.
 - The topics of “Landscaping Within and Around Parking Lot Standards”, “Standards for the Preservation and Restoration of Cultural Artifacts”, “Standards for Three Story Buildings”, and “Fence Standards” have been completed.
 - The Committee has completed “Area and Bulk Regulation Standards” and “Maximum Lot Coverage and Setback Standards” for R-1, R-3, B-1, B-2, B-3, and B-4A. Work continues on MU-1, PR-1, and B-4.
 - Discussions have begun regarding “Sign Standards”.
 - The second public meeting will occur in the September timeframe.

Report of Water and Wastewater Departments:

Water Superintendent Greg Phillips presented the Water & Sewer monthly report. Highlights included:

- National Water Main Cleaning Company has completed the Relining of Collection Mains and installed repair liners where needed.
- There will be a pre-construction meeting with Kings Capital Construction Group, Inc. and MTA/MNRR on Friday morning to begin the Market Street Pump Station Replacement Project.
- The initial report on the Upper Reservoir Dam Rehabilitation is expected to be delivered to the Board on 8/18.
- Verizon DSL services on the Fishkill Road were out for the past nine days, making the connection to the SCADA system for the Water Treatment Plant inconvenient. Optimum is being look at as a potential alternative provider.
- The issue of herbicides on the Fishkill Road was looked into further.

Report of Building Department:

- Received 11 new building permit applications
- Issued 9 building permits
- Issued one dumpster permits
- Issued three CO's

- Generated three HDRB referrals
- Generated one ZBA referrals
- Collected \$4,055 in fees

Report of the Highway Department:

- Picked up 73.96 tons of garbage
- Picked up 28.24 tons of recycling
- Took down July 4th banner & removed extra trash cans from the River Front and Dockside
- Cut up tree limbs from Bank Street and Tots Park that fell during a storm
- Fixed the back of the Hudson House parking lot
- Planted a tree in front of Town Hall
- Patched potholes at railroad station, Fair Street, and in front of Mayor's Park
- Replace trash/recycling cans at the Riverfront
- Moved sign for the Hudson House to increase visibility
- Repaired pipe under iron stairs on upper Main Street
- Cleaned curbs around the Village of weeds
- Put three new trash cans and two recycle cans on Main Street
- Put up a "No Parking" sign on North Street across from the garage.
- Repaired catch basin on Maple Terrace
- Repaired sidewalk on bottom of Parsonage Street
- Mowed all areas that the Village is responsible for
- Began picking up yard debris one Wednesday a month

Report of the Police Department:

Officer-In-Charge Larry Burke presented the CSPD monthly report. Highlights included:

In the month of July, there were over 84 calls for service, three arrests, two AUO tickets issued, 22 traffic tickets issued, and 60 parking tickets issued.

Justice Court Report:

A written report identified ongoing court cases, monies received from fees, fines, etc. (\$7,570), and a distribution summary.

Report of the Mayor & Board of Trustees:

Trustee Miller reported that plans for the Senior Picnic have been started and that the event is scheduled for 9/16.

Trustee Miller reported that there are five new decorated recycling bins for the Village.

Consider Resolution 26-2017 Amending the Updates of the Procurement Policy:

Name	Aye	No	Abstain	Absent
<i>Mayor</i> David Merandy				X
<i>Trustee</i> Frances Murphy	X			
<i>Trustee</i> Lynn Miller	X			
<i>Trustee</i> Steve Voloto				X
<i>Trustee</i> Marie Early	X			
TOTAL	3	0	0	2

The following resolution was offered by Deputy Mayor Early for adoption and seconded by Trustee Murphy, to wit:

WHEREAS, §104-b of the General Municipal Law (GML) requires every village to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML §103 or any other law; and

WHEREAS, comments have been solicited from those officers of the village involved with procurement;

NOW, THEREFORE, be it **RESOLVED**: That the Village of Cold Spring does hereby adopt the following updates to the procurement policies and procedures:

WHEREAS, every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §103. Every village officer, board, department head or other personnel with the requisite purchasing authority (hereafter Purchaser) shall estimate the cumulative cost of the items of supply or equipment needed. That estimate shall include the canvass of other village departments and past history to determine the likely value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

WHEREAS, all Purchase Contracts which will exceed \$20,000 in the fiscal year or Public Works Contracts which will exceed \$35,000 shall be formally bid pursuant to GML §103 and;

WHEREAS, all Purchase Contracts of:

- Less than \$700 are left to the discretion of the Purchaser
- Less than \$3,000 but greater than \$700 require approval by the Mayor or Board of Trustees with the recommendation of the Purchaser
- Less than \$5,000 but greater than \$3,000 requires three verbal and/or on-line quotations
- Less than \$20,000 but greater than \$5,000 require at least three written/fax quotations or written request for proposals (RFP) or written request for bids; and

WHEREAS, all Public Works Contracts of:

- Less than \$3,000 require approval by the Mayor or Board of Trustees with the recommendation of the purchaser
- Less than \$7,000 but greater than \$3,000 require three verbal quotations
- Less than \$10,000 but greater than \$7,000 require three written/fax quotations
- Less than \$20,000 but greater than \$10,000 require three written/fax quotations or written request for proposals or written request for bids
- Less than \$35,000 but greater than \$20,000 require public notice of Request for Quote/Proposal advertised and publication on the Hudson Valley Municipal Purchasing website, and three written/fax quotations

WHEREAS, these thresholds have been established to protect the financial interest and integrity of the village and reflect the realities of the current business and economic climate.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Cold Spring hereby approves the proposed updates. Resolution adopted by a vote of 3-0-0-2

Consider recommendation from Tree Advisory Board re: 230 Main Street:

Trustee Murphy a recommendation to approve the recommendation by the Tree Advisory Board to allow the owners of 230 Main Street to remove the 46 yew trees and plant according to the planting plan presented to the Board on 7/26. Trustee Miller seconded and the recommendation passed unanimously.

Trustee Early made a motion authorizing the applicant to install the walkway from the Main Street sidewalk to the front of the house. Trustee Murphy seconded and the motion passed unanimously.

Correspondence:

Trustee Early read a letter from Kathleen Foley that requested the Village Water Department, under the supervision of the Board of Trustees, investigate the matter of the herbicides on the Fishkill Road further.

Trustee Early read a letter from Mayor Merandy to Commissioner Fred Pena requesting that a written directive be strictly prohibiting the use of herbicides on the Fishkill Road be given to all divisions of the Putnam County Highway Department.

New Business:

A decision on the request to film in Cold Spring was tabled until the Board could receive more information, such as insurance documents, the location where the filming would take place, and for how long the filming would take place. Trustee Miller would remain the point of contact with the filmmakers.

Approval of Bills:

Trustee Miller made a motion to approve Batch #4218 in the amount of \$105,362.05. Trustee Murphy seconded and the motion passed unanimously.

Approval of Minutes:

The approval of the minutes for the 5/30, 6/20, and 8/1 meetings was tabled to allow the Board more time to review them. Trustee Early made corrections to the 8/1 meeting minutes.

Public Comment:

Mike Turton asked the Board for the name of the filming company that requested to film in the Village. Trustee Miller answered that the company is called New York Company.

Adjournment:

Trustee Murphy made a motion to adjourn. Trustee Miller seconded and the motion passed unanimously. The meeting was adjourned at 9:06 pm

Submitted by Thomas Califano