

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

**Workshop Meeting
12-5-17**

The Village of Cold Spring Board of Trustees held a workshop meeting at the Cold Spring Village Hall, 85 Main Street on Tuesday December 5, 2017 at 7:30 pm. Present were: Mayor David Merandy and trustees Lynn Miller, Marie Early, Steve Voloto and Frances Murphy.

UPDATE ON CCA AGREEMENT

Trustee Voloto made a motion to hire Joule as the Village's CCA manager. Mayor Merandy seconded and the motion passed unanimously.

RESOLUTION 31-2017 AMENDING VILLAGE OF COLD SPRING PROCUREMENT POLICY

**Resolution No.: 31 of 2017
Resolution Authorizing Amending of the Procurement Policy**

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 authorized Purchaser
- Less than \$3,000 but greater than \$699 require approval by the Mayor or Board of Trustees with the recommendation of the Purchaser

- Less than \$5,000 but greater than \$2,999 requires three verbal and/or on-line quotations and approval by the Mayor or Board of Trustees with the recommendation of the Purchaser
- Less than \$20,000 but greater than \$4,999 require at least three written/fax quotations or written request for proposals (RFP) or written request for bids; and approval by the Board of Trustees with the recommendation of the Purchaser

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 \$2,999 require three verbal quotations and approval by the Mayor or Board of Trustees with the recommendation of the Purchaser
- Less than \$10,000 but greater than \$6,999 require three written/fax quotations and approval by the Board of Trustees with the recommendation of the Purchaser
- Less than \$20,000 but greater than \$9,999 require three written/fax quotations or written request for proposals or written request for bids and approval by the Board of Trustees with the recommendation of the Purchaser
- Less than \$35,000 but greater than \$19,999 require public notice of Request for Quote/Proposal advertised and publication on the Hudson Valley Municipal Purchasing website, and three written/fax quotations and approval by the Board of Trustees with the recommendation of the Purchaser

WHEREAS, these thresholds and approval processes 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.

This resolution was offered by Trustee Fran Murphy for adoption and seconded by Mayor Dave Merandy.

On roll call vote:

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

Resolution adopted at a Board of Trustees meeting held on December 5, 2017 by a vote of 5-0.

AUTHORIZE MAYOR TO SIGN LETTER TO USDA RE: CHESTNUT RIDGE APARTMENTS

The owner of Chestnut Ridge Apartments has applied to pay off its USDA loan and to operate the

complex as market-rate apartments. The Village has drafted a letter to the USDA citing its concerns, including:

- What impact will this action have on residents (who are mostly elderly and on fixed incomes)?
- The lack of affordable, subsidized senior housing on this side of the county
- That the USDA consider all consequences before taking any action in this matter
- That the USDA keep the Village Board of Trustees apprised of any actions in this matter

Trustee Murphy made a motion authorizing the Mayor to sign the letter. Trustee Miller seconded and the motion passed unanimously.

APPROVE CONTINUATION OF BUILDING DEPARTMENT STIPEND FOR J. VIDA KOVICH

The Board has been very satisfied with Mr. Vidakovich's services over the past six months. Mayor Merandy made a motion to continue Mr. Vidakovich's services for the balance of the year at a stipend of \$1,250. Trustee Murphy seconded and the motion passed unanimously.

DISCUSSION ON EMPLOYEE-VOLUNTEERS APPRECIATION PARTY

During the discussion it was noted that:

- Attendance at this event has been poor in the past
- What is the best way to show the Village's appreciation?
- Could the date be in the spring when the weather is more clement?
- Trustees Murphy and Miller will organize the event

DISCUSSION ON REDUCTION IN WATER & SEWER AMOUNT OWED BY THE PUGH'S

The Village has received a request from Emerson Pugh to reduce his water and sewer bill from \$2,957 to \$2,602.34. During the discussion it was noted that:

- The Village has an algorithm to compute water and sewer charges over time
- Trustee Early expressed her willingness to review any and all resident requests to review their water and sewer bills
- Mayor Merandy made a motion to reduce Emerson Pugh's water and sewer bill from \$2,957 to \$2,602.34 on condition that all similar requests are reviewed. Trustee Murphy seconded and the motion passed unanimously.

DISCUSSION ON DRAIN ISSUE AT FIRE HOUSE

Steve Smith emailed the Mayor to inform him of a clogged interior drain in the fire house that they would like to be fixed before winter. The Mayor has instructed Water and Sewer Superintendent Greg Philips to investigate the matter to determine exactly where the clog is and to solicit the cost for repairs.

MINUTES

Trustee Early made a motion to adopt the 11-7-17 minutes as amended. Mayor Merandy seconded and the motion passed unanimously.

CORRESPONDENCE

Haldane's 8th grade class has written the Board about creation of a skate park and painting of the Subway. Mayor Merandy has requested they make a presentation to the Board

BOARD BUSINESS

Mayor Merandy met with Neil Zuckerman and representatives of the MTA regarding the repair and upkeep of the Cold Spring MetroNorth train station. Of concern is the cleanliness of the elevator, stairs and pedestrian cross-over. Also discussed was rainfall infiltration to the cross-over and stairs. The Mayor requested confirmation of responsibility for maintenance/repair of the section of Market Street leading to the parking lot as well as the bridge over the tracks.

The Board praised the Philipstown Recreation Department and the Cold Spring Fire Company for the recent Santa parade.

Repairs are to be made to one of the public bathrooms at the foot of Main Street, with repair of the second to follow.

Trustee Early suggested the Board review the revised Chapter 64 prepared by the HDRB prior to scheduling a public hearing. The Board agreed to put this on the agenda for the next meeting.

Trustee Early noted the upcoming Bicentennial of the West Point Foundry and whether the Village should have a formal acknowledgement. The event could be sponsored in conjunction with the Putnam History Museum and/or the Chamber of Commerce and/or Scenic Hudson.

PUBLIC COMMENT

Liz Schevtchuk Armstrong asked board members their opinions on recently passed tax legislation in the Senate and its impact upon the Village. Trustee Miller expressed concern about a negative impact upon small businesses. Trustee Early expressed concern about possible negative impacts on charitable and non-profit groups.

ADJOURNMENT

Mayor Merandy made a motion to adjourn. Trustee Early seconded and the motion passed unanimously at 8:25pm.

Submitted by: M. Mell

Mayor David Merandy

Date