

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

**Trustees Monthly Meeting  
3-12-19**

The Village of Cold Spring Board of Trustees held its monthly meeting at the Cold Spring Village Hall, 85 Main Street on Tuesday March 12, 2019 at 6 pm. Present were: Mayor David Merandy and Trustees Marie Early, Lynn Miller and Frances Murphy. Trustee Voloto was absent. Also present was Michelle Ascolillo and Jeff Vidakovich.

**PRELIMINARY FY 2019-20 BUDGET REVIEW AND DISCUSSION**

M. Ascolillo led the Board through the preliminary budget, with a focus on issues requiring consideration by the Board.

**Employee Raises**

- A 2% placeholder for employee raises is in the budget
- Trustee Miller noted that a 2% employee raise was given last year and that health insurance rates have increased. She is in favor of a 2% increase
- Trustee Early noted she would prefer a system of merit raises rather than an across-the-board raise. These would be based upon department supervisor recommendations
- Trustee Murphy suggested that a system of merit raises be postponed till the next budget cycle, with an annual employee review beginning this year. She is in favor of a 2.5% raise to allow for the increased cost of living.
- Mayor Merandy also wishes to postpone consideration of merit raises to next year to allow development of criteria for evaluation. For this year's budget, he is in favor of a 2% employee raise.
- It was decided that a 2% raise will be included for all hourly employees.
- The Board will discuss criteria for merit raises at the next meeting

**Board Raises**

- M. Ascolillo suggested the Board consider a range for Board raises of 0-5%
- Trustee Murphy suggested that the salary and stipend for the deputy mayor be combined into a single number. After further discussion it was decided that no changes will be made.
- It was noted that the last Board raises were in 2013
- The Mayor polled board members
  - Trustee Murphy           5%
  - Trustee Early            0%
  - Trustee Miller           5%
  - Mayor Merandy          5%

- Board consensus was for a 5% increase for the Mayor, Deputy Mayor, Trustees and Village Justice and an approximate 2.5% increase to \$2,500 for the Acting Village Justice.

#### Stipends

- M. Ascolillo noted that any increase does not have to be across-the-board
- Trustee Early asked whether the Village Registrar should receive a stipend.
- J. Vidakovich noted that any changes must be added to the Village Employee handbook
- The Mayor polled board members
  - Trustee Murphy 0%
  - Trustee Miller 0%
  - Trustee Early 0%
  - Mayor Merandy 2%

#### General Fund

- M. Ascolillo noted that for the purposes of this preliminary budget it is assumed there will be no surplus from 2018/19
- The general fund balance stands at almost \$694,000
- At present the preliminary budget is \$4,000 over (in expenses)
- CHIPS balance is \$121,000 with \$40,000 - \$45,000 expected this year
- Board members discussed how much of the general fund balance should be used for capital projects and the NYS guidelines fund balance. M. Ascolillo noted that contributions to the fund balance cannot be part of the regular budget
- M. Ascolillo noted that the fund balance should be at least 20-25% of the expense budget.

#### Capital Projects

- Anticipated large capital projects include:
  - Repair of the village hall roof (estimates for this repair are \$23,000 if contractors pay the prevailing wage rate and \$18,000 without the prevailing wage rate)
  - Sewer treatment plant door
  - Pump station at New and Market streets (estimate for this remaining fence installation is \$1,000).
  - Fishkill Ave (estimate for this resurfacing is between \$113,000 and \$130,000)
  - Firehouse evaluation (Engineering cost = \$8,700)
  - Repairs to Garden St. (estimate for this resurfacing is \$161,000)
  - Repair to stone wall on Main St.

#### General Notes and Assumptions

- M. Ascolillo noted that the preliminary budget:
  - Assumes no AIM funding (a loss of approx. \$16,000)

- The Recreation Department plans to use the bulk of their budget for electrical repairs at the bandstand, Mayor's Park and the ball fields

#### Technology

- M. Ascolillo identified the following replacement/repairs:
  - All Village computers require a software update and RAM upgrades
  - Computers for the village clerk, the sewer plant and water plant require replacement
  - Police department has requested an additional dash-cam
  - An equipment rack for all village IT equipment is necessary. Managed Technologies has given a price of \$3,500 for purchase and installation.

#### Line by Line Questions

- The Board decided to submit any questions via email

#### Miscellaneous Items

- M. Ascolillo noted that:
  - Highway budgeted overtime costs have increased from \$18,000 to \$28,000
  - Salary and stipend for the new water and wastewater superintendent will need to be adjusted in the budget once a candidate has been selected and a salary negotiated
- Tentative budget to be submitted to Village Clerk by 3-20-19
- Next budget review meeting on 3-26-19 at 7:00 PM
- Budget public hearing on 4-9-19 at 7:00 PM
- Budget adoption on 4-23-19

#### **POLICE DEPARTMENT REPORT**

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

- There were 48 calls for service
- There were 68 tickets issued
- There was one arrest for aggravated harassment

#### **MONTLY REPORTS**

Recreation Commission – none

Planning Board – none

Zoning Board of Appeals

For the month of February ZBA Chair Wolfe noted the following properties before it:

- A referral from the building department for 3 Rock St., though no application has been filed
- An inactive application has been revived for 191 Main St. for a shed at the end of the driveway

- Application for various variances for 21 Parsonage St. to convert old shed into a house on an otherwise vacant lot
- Variances were approved for 59 Morris Ave for a 6" lot width
- Variances were approved for 6 Chestnut St. for rear and side yard setbacks for a shed built without a building permit and for a 6'-0" gate at the back of the driveway

#### Town of Philipstown

Judy Farrell noted that during the month of February, the Town:

- Authorized Supervisor Shea to sign a fire protection agreement with the Village of Cold Spring
- Passed a resolution to support the carbon reduction act in congress
- Agreed to have an emissions inventory summary prepared

#### Historic District Review Board

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

- Applications were reviewed for: 75 Main St., 33 Market St., 129 Main St., 11 High St., and 33 Fair St. Requests were received to meet with applicants from 6 Chestnut St, 126 Main St and 20 the Boulevard
- Workshops were received for 6 Chestnut
- Annual HDRB budget has been submitted
- Work continues on the Design Standards
- HDRB is concerned about funding gap for completion of updates to the Design Guidelines
- HDRB looks forward to Village Board feedback on their comment regarding code enforcement.

#### Cold Spring Fire Company

During the month of February the department responded to 12 calls.

#### Tree Advisory Board (TAB)

TAB chair Jennifer Zwarich told the Board that:

- There is no update on pending grants
- A grant application for maintenance planning is in progress
- Tree pit guards have been ordered
- Tree pit plaques are in progress
- Some village trees have been pruned to develop good structure that will require less maintenance in the future
- Arbor Day celebration will be held on 4-26-19
- TAB will offer a gardening tutorial in early May
- TAB will survey older/larger trees (over a certain diameter) in village to determine their ability to withstand storms
- TAB suggest the maintenance RFP indicate work be done on a daily rate, rather than on an *ad hoc* basis

### Code Update Committee

Trustee Early reported that during the month of February the CUC:

- Conducted two meetings
- Completed the presentation summarizing the reasons why the topic of Evaluate/Permitting of Conservation Sub-divisions will not be included in the Village code
- The draft document on the topic of Evaluate/Permitting of Outright Demolition of Existing Structures was completed and reviewed by legal counsel
- SASS (Scenic Areas of Statewide Significance) draft document was completed
- A list of exemption actions and a draft document was developed for the topic of Evaluate Adopting Waterfront Consistency Review Law
- Research has been conducted for the topic Evaluate/Permitting of Conservation Easements
- The monthly NYSERDA meeting did not occur.
- The Phase IV public meeting date has been set for 4-3-19 at the fire house

### **WATER DEPARTMENT**

Water & Wastewater Superintendent Gregory Phillips noted that for the month of February 2019:

- The reservoir is at 100% capacity
- Flow to system is 6.58MG/235/day
- 2018 flow to system was 5.72MG/204/day representing a 15% increase
- Results of bacteria samplings parameters are acceptable for drinking water
- Bart estimates completion of a preliminary DEP Catskill Connection layout by the end of March. A major consideration is vehicle access: the land between Fishkill Road and Rte. 301 is sloped in a way that is not conducive to access from the travel lanes
- A response to the previously submitted Water Supply Agreement with the DEP (sent last summer with no reply to-date) is necessary. Village Clerk will contact DEP for a response so the best course of action may be determined

### **WASTEWATER DEPARTMENT**

Water & Wastewater Superintendent Gregory Phillips noted that for the month of February 2019:

- Plant inflow was 8.18 million gallons
- Average daily flow was 292K gallons
- Biochemical Oxygen Demand: 96% removal
- Total Suspended Solids: 96% removal
- Engineering consultant Pitingaro & Doetsch were given a tour of Village facilities and infrastructure
- The anticipated Volute Thickener pilot study will not begin till June. Other options in use by other municipalities will be investigated.

### **BUILDING DEPARTMENT**

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

- 5 new building permit application were received
- 3 building permits were issued
- No operating permits were issued
- 1 dumpster permit was issued
- 3 Certificates of Occupancy were issued
- 0 record searches were completed
- 2 complaints were received
- 2 referrals to the HDRB were made
- 0 referral to the ZBA was made
- 1 referral to the CSPB was made
- \$700 in application and permit fees were collected
- \$0 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 February 2019:

- 46.09 tons of garbage were picked up
- 16.37 tons of recyclables were picked up
- There were five snow/ice events
- Regular maintenance work continues
- A chipper was borrowed from Town of Philipstown to chip up Christmas trees
- A new tire was installed on the Bobcat
- New hydraulic lines were installed on the backhoe
- New exhaust was installed on the 97'F350
- Waste oil was picked up by Environwaste
- 2016 F350 was brought to Hudson River Truck & Trailer for repair of an electrical issue
- Ongoing work includes: repair/maintenance of benches, filling potholes and preparing sweeper attachment (for street cleaning)

#### **JUSTICE COURT**

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

- \$3,225 in fines, forfeited bails and civil penalties were collected
- \$2,299 in parking fines were collected
- \$565 in civil fees were collected
- \$1,683 mandatory state surcharges were collected
- There were 5 PL charges
- There were 37 VTL charges
- There were 0 CIV charge

**RESOLUTION #06-2019 AUTHORIZING MAYOR'S SIGNATURE TO CONTRACT FROM PUTNAM COUNTY  
REAL PROPERTY FOR PREPARATION OF 2019 VILLAGE TAX ROLL AND BILLS**

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

WHEREAS, the Putnam County Real Property Tax Service has tendered a proposed contract to the Village providing for certain services in regard to preparation of the Village's tax roll and bills; and

WHEREAS, the Village Board finds that it is in the best interests of the Village to enter the said contract;

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:

1. The Village Board does approve the proposed contract, a copy of which is attached hereto; and
2. The Mayor is authorized to execute said agreement and any documents necessary for its implementation.

On roll call vote:

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

Resolution officially adopted on 3-12-19 by a vote of 4-0-0-1.

#### **REPORT OF MAYOR AND TRUSTEES**

None

#### **APPROVE \$3,000 EXPENDITURE FOR NEW WEBSITE**

Mayor Merandy made a motion to spend \$3,000 for a new website for the Village. Trustee Murphy seconded and the motion passed 4-0-0-1.

#### **REVIEW PROPOSAL FROM LIME ENERGY TO UPGRADE TO LED LIGHTING (VILLAGE HALL & HWY GARAGE)**

After a brief discussion this item was tabled pending additional information.

#### **APPROVAL OF FRED A. COOK, FR. INC TO PERFORM LIGHT CLEANING, VIDEO INSPECTION AND SUMMARY REPORT FOR THE E-1 BASIN SEWER MAIN**

Mayor Merandy made a motion to approve. Trustee Early seconded and the motion passed 4-0-0-1.

#### **AUTHORIZE SENDING SERVICE TERMINATION LETTERS TO OUT-OF-VILLAGE WATER ACCOUNTS WITH PAST DUE BALANCES (12 ACCOUNTS)**

Mayor Merandy made a motion to authorize sending of termination letters. Trustee Murphy seconded and the motion passed 4-0-0-1.

#### **APPROVE AMENDMENTS TO HAWKINS, DELAFIELD & WOOD LLP BOND COUNCIL AGREEMENT**

Mayor Merandy made a motion to approve the amendments. Trustee Murphy seconded and the motion passed 4-0-0-1.

#### **APPROVAL OF FINAL LISTING FOR FIREMAN SERVICE AWARD**

Mayor Merandy made a motion to approve the final listing. Trustee Early seconded and the motion passed 4-0-0-1.

#### **CONSIDER LEASE AGREEMENT FOR PURCHASE OF NEW PICK UP TRUCK FOR HIGHWAY DEPARTMENT**

Mayor Merandy made a motion to enter into an agreement with M&T Bank for the lease of a new pickup truck. Trustee Murphy seconded and the motion passed 4-0-0-1.

#### **CORRESPONDENCE**

The Village received an email from Laura Bergman to “purchase the sidewalk” in front of 15 Main St. The Board tabled consideration of the matter pending further investigation.

The Village received an email from Edward Mancari requesting use of the reservoir on Fishkill Road on May 5, 2019 for the annual Kids Fishing Derby. Mayor Merandy made a motion to grant the request. Trustee Early seconded and the motion passed 4-0-0-1.

#### **DISCUSSION OF DOCKSIDE APPLICATION**

Mayor Merandy noted that the application is nearing completion after review by all interested parties and Village Counsel.

#### **DISCUSSION ON PUTNAM WINE & FOOD FESTIVAL**

During the discussion it was noted that:

- Applicant has paid \$1,000 application deposit
- Fee should align with Dockside special events fee (\$1,200)

#### **APPROVE NEW VENDOR FOR WATER DELIVERY**

Mayor Merandy made a motion to hire Crystal Rock to provide water. Trustee Miller seconded and the motion passed 4-0-0-1.

#### **APPROVAL OF BILLS**

Trustee Miller made a motion to approve Batch #5016 in the amount of \$17,493.50. Mayor Merandy seconded and the motion passed 4-0-0-1.

Trustee Miller made a motion to approve Batch #5023 in the amount of \$59,749.29. Mayor Merandy seconded and the motion passed 4-0-0-1.

#### **APPROVAL OF MINUTES**

Mayor Merandy made a motion to adopt the minutes of the 2-19-19 Board meeting. Trustee Early seconded and the motion passed 4-0-0-1.

Mayor Merandy made a motion to adopt the minutes of the 2-26-19 Board meeting. Trustee Early seconded and the motion passed 4-0-0-1.



**PUBLIC COMMENT**

Aaron Wolfe encouraged village residents to more aggressively act to reduce wet recyclables.

Jennifer Zwarich (speaking as an individual) asked how often Dockside Park could be closed off to the public. Mayor Merandy noted that the Park is never closed to the public, though an area for an approved event may be cordoned off.

**ADJOURNMENT**

Mayor Merandy made a motion to adjourn. Trustee Murphy seconded and the motion was passed 4-0-0-1 at 9:05pm

Submitted by: M. Mell

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Mayor David Merandy

Date