



VILLAGE OF COLD SPRING

85 MAIN STREET, COLD SPRING, NY 10516

TEL: (845) 265-3611 FAX: (845) 265-1002

WEB: WWW.COLDSRINGNY.GOV

KATHLEEN E. FOLEY, MAYOR
TWEEPS PHILLIPS WOODS, DEPUTY MAYOR
JOE CURTO, TRUSTEE
CATHRYN FADDE, TRUSTEE
ELIZA STARBUCK, TRUSTEE

JEFF VIDA KOVICH, CLERK/TREASURER
MICHELLE ASCOLILLO, ACCOUNTANT
LARRY BURKE, OFFICER-IN-CHARGE
MATTHEW KROOG, WATER SUPERINTENDENT
ROBERT DOWNEY, HIGHWAY DEPT CREW CHIEF
CHARLOTTE MOUNTAIN, CODE ENFORCEMENT OFFICER

Board of Trustees - Monthly Meeting

Via Videoconference as per Cha 417 of NYS Local Laws Of 2021

Wednesday January 12, 2022

1. Roll call
2. Opening Remarks
3. Opportunity to Request Vote to Add Agenda Items
4. Financial Report
 - a. Resolution 01-2022 Authorizing Budget Transfers
5. Report of the Highway Department
6. Report of Water and Wastewater Departments
7. Report of Building Department
8. Report of the Police Department
9. Report of the Fire Company
10. Report of Justice Court
11. Report of Historic District Review Board
12. Report of Planning Board
13. Report of Zoning Board of Appeals
14. Report of Tree Advisory Board
15. Report of Town of Philipstown
16. Report of the Legislator
17. Report of the Chamber of Commerce
18. Report of the Mayor and Board of Trustees
19. Approve \$1.35/hr. salary increase for C. Thomas to \$20.00/hr
20. Report of the Recreation Commission
 - a. Event Applications
 - b. Event Coordinator
21. Old Business
 - a. Vaccination Policy
22. Correspondence
 - a. Request to waive late penalty for unpaid taxes
23. Public Comment

Join Zoom Meeting:

<https://us06web.zoom.us/j/88983853791?pwd=NG1RWU5VVG9RVTRZaStQaW9kMXBMZz09>

Or by phone: 646-558-8656

Meeting ID: 889 8385 3791

Passcode: 365616

01/11/2022 4:52 PM



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Financial Highlights – January 12th

- Letters were mailed to owners of 31 parcels for unpaid taxes. If Village taxes aren't paid by January 31st, the Village will send a list to the county, and the county will issue a check to the Village for those unpaid taxes (including penalties).
 - This is a higher amount than usual. Total amount to be collected is \$77,850.
- Letters to all retirees regarding their 2022 health care contributions have been mailed.
- Memos for all current employees regarding their 2022 biweekly contribution have been included in the last Dec 2021 pay stub and shared with Dept. Heads.
- Next task to work on is W-2s, 1099s, ACA reporting, and year-end tax filings (NYS & Federal) for the Village
 - Most are due Jan 31st (ACA is due March 2nd)
- Second significant task is to send out Budget worksheets to Departments the first week of February
 - Budget must be adopted by May 1st
- No significant changes to revenue have occurred or are anticipated.
- 2021 Police Charger was delivered and paid for in January.
- No other large expenses have occurred or do I anticipate that have not already been discussed.
- General Fund, Water Fund, Sewer Fund Revenue & Expense statements are attached.
- Budget Transfer Resolution attached.

M. Ascolillo 01/09/2022



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 CHARLOTTE MOUNTAIN, CODE ENFORCEMENT OFFICER

January 12, 2022

Resolution #: 01-2022

Moved by:

Seconded by:

Resolved that (1) The Board of Trustees of The Village of Cold Spring hereby approves the following Budget Adjustment(s) for the **2021/2022** fiscal year:

(1)			
To:	A00-1340-400	Budget & Other Notices	\$713
	A00-5110-420	Highway St. Maint: Equipment Repair	\$3,000
From:	A00-5110-400	Recycling: Contractual	(\$3,713)
		<i>To reallocate among Highway Department for Laborer Ad & to allow to for more repairs if needed</i>	
To:	A00-1620-200	Shared Svcs: Equipment	\$159
	A00-1640-410	Shared Svcs: Restrooms	\$2,000
	A00-8560-400	Tree Removal Contractual	\$2,200
From:	A00-1640-418	Shared Services: Municipal Building Improvements	(\$4,359)
		<i>To reallocate among Shared Services accounts for AC unit, rented portable toilets, and tree work for the Main St. Wall project.</i>	
To:	A00-3120-477	Parking Enforcement Clothing	\$171
From:	A00-3120-479	Police Clothing Aronow	(\$171)
		<i>To reallocate clothing allowance from officer no longer employed</i>	
To:	A00-1010-4445	Board of Trustees: Computer Support	\$478
	A00-1210-400	Mayor: Contractual	\$1,737
	A00-1110-460	Justice: Software Fees	\$36
	A00-1620-447	Shared Services: Technology	\$1,316
From:	A00-9040-800	Workers Compensation Insurance	(\$3,567)
		<i>To reallocate from savings for Equipment Upgrades, email accounts, and labor for set up of new Trustees</i>	

To:	A00-7140-400	Recreation: Contractual	\$31
	A00-7140-405	Dockside: Contractual	\$368
From:	A00-7110-400	Recreation: Improvements	(\$399)
		<i>To reallocate among Recreation for concrete for benches & Scag repairs</i>	

And (2) The accountant is hereby authorized to transfer such funds immediately.

On roll call vote:

Trustee Joe Curto voted:

Trustee Cathryn Fadde voted:

Trustee Eliza Starbuck voted:

Trustee Tweeps Phillips Woods voted:

Mayor Kathleen E. Foley voted:

Resolution officially adopted on _____ by a vote of _____.

Jeffrey Vidakovich-Village Clerk/Treasurer



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VCS Highway Dept. Monthly Report December 2021

Garbage: 62.15 Tons
Recycling: 19.91 Tons

For the month of December we finished removing leaves from the streets, hung Parkmobile signs @ Mayor's Park & Municipal Lot, installed a new stop sign at B St. entering Main St., replaced a faulty plug on a wreath, had 3 salting events, orientated Bobby & Kyle for salting/plowing of their routes, PCHD removed piles of dirt from the Upper Main St. Wall Project, that were dumped at the garage, down to the lower pile for future snow storage, and had Granite Siteworks lay a 10' X 18' asphalt patch on Paulding Ave.

We readied our equipment for winter by installing snow tires on the 2011 & 2019 Fords, and installing our 2yd salter in the 2016 Ford. We replaced the brakes & rotors all around on the 2003 Ford F-350, and had to replace one seized caliper on same truck. We also repaired the separated exhaust on the 2003 Ford F-350.

We had Hatfield Brothers replace the water pump, and two coolant lines on the 2003 International garbage truck to fix the overheating problem.

Robert Downey
VCS Highway Dept. Crew Chief



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Water & Wastewater Department Monthly Operations Report

December 2021

Water:

2020 Reservoir Status:	97.21% Capacity	Reservoir Status:	95.30% Capacity
2020 Flow to System:	7.30MG / 236k/day	Flow to System:	6.21MG / 200k/day
Monthly Rainfall:	1.49"	Percent Change:	14.94% Decrease

- **Bacteria/Lab Tests:** All routine sampling were found in good standing.
- **Water Leak(s):** Residential Water Service Curb Box Shut Off replaced on Parrott the last week of Dec.
- **Catskill DEP Project:** No Update since last meeting (DEP has supplied Blind Flange for Future Connection, Needs WSA Completed).
- **Badger Endpoint Upgrade:** Spoke with Badger Meter, shipping and receipt of Endpoints to be determined (microchip shortage), CDMA sunset date is December 2022. No new Updates.
- **Filtration Unit Rehabilitation:** Need to resume communications with Fleet and Westech.

Wastewater:

Total Inflow to Plant:	6.284 MG / 229k/day	Liquid Sludge Hauled Offsite:	32,000 Gallons
Biochemical Oxygen Demand:	97.42% Removal	Total Suspended Solids:	95.58% Removal

- **Residential Wastewater Lateral Repair(s):**
 - Status of Residential Sewer Lateral / Roadway Repair on Fair St.?
- **Mission Communications:** Alarm Panels at the Pump Stations, as well as Lower Main Estuary will need the RTUs (Radios) upgraded as Verizon / ATT (Service Carriers) are no longer supporting 3G service as of February 2022.
- **"E-2" Infiltration and Intrusion Inspections:** This project is to be rescheduled.

As the cold weather is settling in, make sure external spigots are closed / have been winterized, the Eye on Water app is a great utility to keep conscience of water usage and identify unknown water leaks in the home or business place. Ensure to use only acceptable flushable materials and that Grease Traps are maintained to keep wastewaters flowing properly. And always Call Before you Dig.



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Building Department Monthly Report December 2021

Activity

New Building Permit Applications Received:	6
Building Permits Issued:	7
Operating Permits Issued	0
Dumpster Permits Issued	0
CO's Issued	1
Record Searches Completed:	4
Complaints Received:	1
Inspections Completed	11
Fire Inspections	0

Referrals Generated

HDRB:	2
ZBA:	1
Planning:	0

Fees

	<u>DEC. 2021</u>	<u>FY 2021-22</u>
Application and Permit Fees Collected	\$ 500.00	\$ 10,217.50
Record Search Fees Collected	\$ 300.00	\$ 2,125.00
Fire Inspection Fees	\$ 0.00	\$ 350.00
Other Fees	\$ 0.00	\$ 60.00
Total Collected:	\$ 800.00	\$ 12,692.50

Of Note:



Cold Spring Fire Company No.1

154 Main Street
Cold Spring, NY 10516

www.coldspringfd.org

EMERGENCIES
911

ALL OTHER
845-265-9241

FAX
845-265-1093

Chiefs Report January

8 Calls for December

- 2 Activated Fire Alarm
- 2 EMS Assist
- 1 Breakneck Incident
- 1 Carbon Monoxide Incident
- 1 Mutual Aid to North Highlands for smoke in the structure
- 1 Mutual Aid to Continental Village With our ATV for an injured hiker on Anthony's Nose.

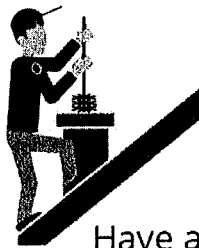
Put a **FREEZE** on Winter Fires

Did you know?



1 in every 7
home fires and
1 in every 5
home fire deaths
involves heating
equipment.

As you stay cozy and warm this winter, stay fire smart!



Have a qualified professional
clean and inspect your chimney
and vents **every year.**



Store cooled ashes
in a tightly covered
metal container and
keep it **outside at**
least 10 feet from
your home and any
nearby buildings.



**JUSTICE COURT
VILLAGE OF COLD SPRING**
85 Main Street
Cold Spring, NY 10516

Thomas J. Costello
Village Justice

Phone (845) 265-9070
Fax (845) 809-4210


DECEMBER 2021 MONTHLY REPORT

Fines, Forfeited Bails & Civil Penalties	\$ 5,200.00
Parking Tickets	1,690.00
Civil Fees	
Including Termination of Suspension Fees, Bail Poundage, Certificate of Disposition, Filing Fees, Small Claims, Transcripts of Judgment and Returned Check Fees	560.00
Mandatory State Surcharges	<u>2,275.00</u>
TOTAL	<u>\$ 9,725.00</u>

A check in the above amount is submitted herewith.

Respectfully,

Dated: January 5, 2022



Thomas J. Costello
Village Justice

Cold Spring Village Court
Summary Report of Cases Started
Judge Thomas J. Costello

Report date: 01/04/2022

12/01/2021 to 12/31/2021
All Judges

<u>STATUTE</u>	<u>COUNT</u>	<u>ADDITIONAL INFORMATION</u>	
VTL	4	Number of DWIs - 1192:	0
TAX	2	Number of AUOs - 511:	0
TL	3	Number of Speeds - 1180:	1
		Number of Defendants:	8
		Total Number Charges:	9
		Average Charges/Defendant:	1.13
		Number of Small Claims:	0

Village of Cold Spring Historic District Review Board

85 Main Street Cold Spring, New York 10516 (845) 265-3611

MONTHLY REPORT TO THE VILLAGE BOARD OF TRUSTEES JANUARY 2022

CURRENT APPLICATIONS

On December 22nd, we met briefly to vote on a set of minutes from our December 8th meeting.

On January 5th, we reviewed and approved an application of modifications to a previously approved COA at 61 Paulding Avenue, one of the new single-family homes constructed as part of the Butterfield Redevelopment. The modifications were requested to accommodate changes to the interior floor plan, and were not substantial. We reviewed and approved an application for a rear second-storey addition at 2 Locust Ridge, the home of Mayor Foley. The application remains open. We further reviewed an application for non-conforming some replacement windows at 16 Garden Street. Most of the windows are on the rear facade, not visible from the street. The application was approved on the condition that a side window, visible from Garden Street, be replaced with a model which conforms to the District Design Guidelines.

We will meet again on January 19th.

BOARD WORK/PROJECTS/NOTES

- Although we are again meeting via teleconference, our meetings will continue to start at 7:30PM, to accommodate the schedules of our Board members.

Respectfully submitted,

Sean Conway

**Albert G. Zgolinski, Chair; Sean Conway, Vice Chair
Andrea Connor Hudson, Lloyd L. DesBrisay, Todd Seekircher**

VCS Clerk

From: Jack Goldstein <chair.cspb@gmail.com>
Sent: Friday, January 7, 2022 1:53 PM
To: VCS Clerk
Subject: Planning Board Report

The Cold Spring Planning Board has not met since the December 14th 2021 meeting of the Village Board of Trustees. Its next regularly scheduled meeting will be on Thursday, January 13, 2022.

Respectfully
Jack Goldstein, Chair

**Zoning Board of Appeals
Cold Spring, N.Y.
Monthly Report: December 2021**

Jan. 7, 2021

To: Mayor and Board of Trustees

From: Eric Wirth, Chair

The ZBA held no meetings in December, since there were no new or pending applications or other business.

Eric Wirth

TREE ADVISORY BOARD

Village of Cold Spring

Members: Tony Bardes; Charles Day; Kory Riesterer; Taro Ietaka,; Jennifer Zwarich

MONTHLY REPORT TO THE VILLAGE BOARD OF TRUSTEES

1/10/2021- EDITED 1/11/2021

The Tree Advisory Board has not held a meeting since the last VBOT monthly meeting due to the Christmas holiday.

MISC UPDATES:

1. UPDATE ON BOSCOBEL TREE EDUCATION AND PLANTING INITIATIVE. The TAB chair attended a meeting on 1/10/2022 held by the director of Boscobel to discuss the development of a potential collaboration between Boscobel, local non-profit groups, local businesses and the village that would result in the positive growth of our community tree canopy. The first phase of this project is proposed to focus on a planting initiative within the boundaries of the village. The Tree Advisory Board would like permission to officially partner with this group on this Boscobel-led initiative.

The project will involve planting trees on private property adjacent to a public way with the support and partnership of a select number of property owners. The trees are proposed at a size that would allow volunteers to plant without big equipment. Full details are still being worked out and will be shared as they are confirmed.

The Tree Advisory Board's role in this project would be advisory and we would also help organize community volunteers to assist in the tree planting and the care and minor pruning of these trees in their first few seasons.

We are seeking the support of the VBOT to enter into a partnership with Boscobel in the role outlined above.

Thanks!

Respectfully,
Jennifer Zwarich
Chairperson

Jan 13, 2022 Village of Cold Spring Repot

1. Backwall for the new Highway garage was poured last week, also approved the purchase a new Loader for the cost of \$166,570.00 which was in the budget.
2. We had our reorg meeting on Jan 6th at 7:00 PM basically everyone was re-appointment to their positions, and I am still the liaison for the village.
3. We had Steve Gaba review the planning board process regarding the Garrison Golf Course/ Shakespeare Festival project, we also discussed the Special Event application that Garrison Golf/ Shakespeare Festival. They requested two years, but we believe it would better for 1 year. This application is before Supervisor Van Tassel he will need to review and sign in.
4. Solar Panel have been certified and turn on the roof of Rec Center 112 KW.
5. Garrison Landing were looking at drilling a test well across the road from Highland County Club were the Town of Philipstown owns the property. This is in the planning stage. We also added an additional 5000 gallon of water storage.
6. We have two opening one ZBA and Conservation board if anyone is interested please call the Town clerk at 265-3499.

January 9, 2022

Cold Spring Chamber of Commerce
P.O. Box 36
Cold Spring, NY 10516



Cold Spring Chamber Report to the Village of Cold Spring

After a brief hiatus over the holidays the Chamber is eager to resume its activity and advocacy. We look forward to meeting in the near future with Chamber liaison Trustee Starbuck to discuss mutual goals and projects for the coming year.

Activity

In December, the Chamber hosted a successful revival of Cold Spring Aglow, an annual community event organized in partnership with local merchants involving luminarias on Main St, a live performance by the Philipstown Depot Theater, and a fundraiser that raised \$2250 for the Philipstown Food Pantry.

The Chamber also published a Local Holiday Gift Guide and provided information and signage to help merchants comply with and enforce revised state requirements regarding COVID-19 practices.

The Cold Spring Visitor's Center volunteers, managed by the Chamber, are currently working on a list of suggestions to improve their space and service, which should be complete by February.

Finally, the Chamber conducted its Board elections. Nat Prentice, Fran Farnorotto and Ann McBride-Alayon were reelected for another two-year term, and Jacqueline Azria, Hannah Salit and Erin Murphy were elected for their first two-year term after having been appointed by the Board earlier in the year on an acting basis. A full list of Board members is as follows:

Nat Prentice, Acting President
Fran Farnorotto, Secretary
Sue Costigan, Treasurer
Teresa Lagerman, Marketing Chair
Ann McBride-Alayon, Membership Coordinator

Erin Murphy, Main Street Committee Chair
Hannah Salit, Board Member-at-Large
Jacqueline Azria, Board Member-at-Large
Caitlin Chadwick, Board Member-at-Large
Jeff Mikkelson, Advocacy Chair

Advocacy

The Advocacy Committee continues its work on a variety of fronts, including its collaboration with Cold Spring and Philipstown officials on the Share the Growth Putnam campaign. It also looks forward to collaborating with Climate Smart Philipstown/Philipstown Fights Dirty, the Philipstown Trails Committee, Scenic Hudson/Hudson Highlands Fjord Trail, and other local and regional organizations on initiatives in the coming year.

Upcoming Events and Meetings

Our monthly Board meeting will be Thursday January 13th and our next Breakfast Meeting is tentatively scheduled for Tuesday February 15th at Boscobel House and Gardens, if public health conditions allow, or by Zoom if they do not. Traditionally, the Chamber hosts local officials on the village, town, county and state level at the first Breakfast Meeting of the year. All Cold Spring Trustees are cordially invited to join the meeting February 15th at 9am.

Village of Cold Spring

Recreation Commission Report - January 2022

Goal: It is the mission statement of the Commission to increase the recreational use of Village parks.

New Applications:

- None

Upcoming Approved Events:

- None

Bandstand:

- Items were plugged into the end of the lights, causing the electrical circuit to trip. Light bulbs were broken and/or removed from the tree and the columns at the Bandstand. Cold Spring Police was notified. The light bulbs were replaced, and broken glass cleaned up. It was decided to close the Bandstand until holiday decorations were taken down.
- Holiday decorations were taken down at the Bandstand on 1/2.

Mayor's Park & Pavilion:

- Picnic tables and a grille were flipped over again at the Pavilion. Cold Spring Police was notified. A deadbolt lock will be installed on the Women's Bathroom to deter future vandalism.
- The Commission is meeting with the Cold Spring Police to discuss parking issues during events at Mayor's Park & Pavilion to ensure reserved parking is available.
- Existing signage at Mayor's Park is being evaluated to consolidate and clarify access and restrictions.
- The Commission is researching potential grants available for improvements and soliciting bids from local contractors to repair the basketball court and softball field.
- The Trustees are working to clean out and/or sell the contents of the shed in the Southwest corner. The Commission is available to assist.

McConville Park 9/11 Memorial:

- The Commission has been coordinating with Boy Scout Owen Carmicino for his Eagle Scout project, a sign for the 9/11 Memorial viewable from Morris Avenue (Route 9D). A rendering of the sign has been provided for review and discussion.
- The Tree Committee is working to prune the evergreen tree closest to the garden. The Commission is working to have a plaque made to place in front of the tree commemorating it as the first holiday tree at the Bandstand.

Other Recreation Commission Items:

- Both the Ticketed and Non-Ticketed Event Applications were revised based upon the prior Trustee's feedback and are ready for final review/approval.
- A draft of the Event Coordinator's job description has been revised based upon the prior Trustee's feedback and are ready for final review/approval.
- The recreation survey was sent via email and through the Village Facebook page. Results have been analyzed and will be used to schedule activities/leagues. The Commission is working with the Village advisors to prepare insurance liability waivers.



Patriot Garden
COLD SPRING, NY

Village of Cold Spring

Policies and Procedure for NON-Ticketed Events

1. The following uses require an application:
 - All use of the Bandstand
 - Groups of ten (10) or more at Mayor's Park Field and/or Pavilion
 - Groups of ten (10) or more at McConville Park
2. An application must be completed and submitted to the Recreation Commission at least 8 weeks prior to the event.
3. The Recreation Commission reviews applications at their monthly meeting and provides recommendations to the Village Board. The Recreation Commission meets the third Wednesday of each month. The Village Board receives recommendations and makes the final decision. The Recreation Commission will notify the Applicant of the final decision.
4. Registered 501(c)(3) organizations with branches located in Cold Spring may reserve locations free of charge, if available. Reservations should be requested at least 3 weeks prior to the scheduled event.
5. Organizations or clubs utilizing the facility must provide the Village of Cold Spring a liability insurance policy naming the Village of Cold Spring as a named insured on said policy. The policy shall have limits of \$1,000,000 for any one injury and \$2,000,000 for any one event and be written by or through an insurance company licensed by the State of New York. Homeowners/Individuals not associated with a group are required to provide proof of insurance with a minimum coverage of \$300,000 with the application.
6. All fees and deposits must accompany the completed application. (Fees for usage listed on page 5)
7. Rain dates cannot be reserved unless paid for in addition to the regularly scheduled event date(s).
8. All locations open at 8AM and close at 9PM. All occupants must vacate the site by the closing time. The Applicant or representative must be on site from the time when guests enter the site until such time all have exited the site.
9. If the event includes inflatable(s), the Applicant must include a certificate of insurance from the company supplying the inflatable(s) prior to the event.
10. If live animals are included in the event, the Applicant must include a certificate of insurance from the company supplying the animals prior to the event.
11. Event signage may be displayed on the day of the scheduled event on the Mayor's Park Fence. Signage is prohibited from being attached to trees or poles within the Village or in the tree planters/utility strips on Main Street. Stapling or nailing items to the structure or defacing property in any way is strictly prohibited. All signage must be removed by the day after the event.
12. The facilities are carry-in and carry-out. Additional trash cans or dumpsters will not be provided. The Applicant is responsible for removing and disposing of all refuse and at the end of each rental day to the satisfaction of the Recreation Commission or designee by the posted closing time.
13. If additional tables or chairs are required, the Applicant is responsible for providing tables or chairs, as well as the set-up and break-down of such. Picnic tables at Mayor's Park are not to be moved; the five (5) tables shall remain in their original position under the Pavilion.
14. All tents must be secured and inspected by the Code Enforcement Officer at least 24 hours in advance of the event. All tent and equipment deliveries must be scheduled between 8AM - 3PM. Copies of the contracts for deliveries must be forwarded to the Recreation Commission/Village Clerk at least one week prior to the event.
15. Set-up or break-down dates other than the date(s) of the event must be noted in the application. A rental fee will be added for each additional day. Any deliveries must be done between 8AM - 3PM. Copies of the contracts for deliveries must be forwarded to the Recreation Commission/Village Clerk at least one

week prior to the event.

16. All amplified sound must be arranged to face West towards the River only.
17. Pavilion restrooms are available during non-ticketed events, provided temperatures allow for the water to be turned on at the facilities. If additional restrooms are required, portable restrooms shall be provided by the Applicant.
18. Alcoholic beverages are prohibited on Village sites unless an NYS-SLA Permit has been obtained by the Applicant.
19. Vehicle access within Mayor's Park Fields and the Pavilion is only permitted in the areas marked on the site map provided on page 6. If there is rain on the day of the event (including set-up dates) and/or any of the 2 days prior to the event (including set-up dates), no vehicles, other than emergency services vehicles, will be allowed on any portion of the Mayor's Park Fields or Pavilion.
20. No vehicles, other than emergency service vehicle(s) in the event of an emergency, are allowed beyond the eastern end of the Pavilion in the Pavilion area. A maximum of 15 vehicles, with official Persons with Disabilities placards or license plates, will be allowed to park in the Pavilion area between the Pavilion and the fence on the eastern end of the park.
21. Parking near the Bandstand is limited. On weekends, the Village encourages guests to utilize free parking at the Metro-North parking lot located on Market Street. There is no parking in the circle surrounding the Bandstand.
22. Wedding ceremonies at the Village Dock are restricted to the Bandstand and surrounding circle area. The Bandstand or surrounding area is not permitted to be used for wedding receptions. For the safety of the guests, seating and/or congregating is not permitted on the east side of the Bandstand facing West Street in front of the stairs. Use crosswalks and be aware of traffic flow on West Street.
23. Security may be needed for the event. The need for Security will be determined by the Recreation Commission with the recommendations of the Cold Spring Police Department. If deemed required, security will be provided by the Cold Spring Police Department or an approved outside agency at the Applicant's expense.
24. Reservations apply only to the facility for the event; adjacent areas and/or facilities are open to the public during the event. When reserving the Bandstand, be apprised that the waterfront is a popular tourist destination in addition to being frequented by local residents. The Village dock is also used by large ships for docking, loading and unloading of passengers, especially during the fall season. When reserving the Mayor's Park Pavilion, the Mayor's Park Fields are open to Village residents unless the fields are also rented for the event.
25. The Applicant receiving approval agrees to, and acknowledges, the responsibility for compliance with all applicable rules, regulations, ordinances, and statutes. The Applicant expressly agrees that they will not use the Village Facility to which the permit applies for any activity proscribed by the laws of the U.S., State of New York, the County of Putnam or the Village of Cold Spring. The Applicant further agrees to accept the total responsibility of preserving proper order and decorum, the protection of Village property, and the restoration of the facility to the condition in which it existed prior to the event. The Applicant agrees to comply with the instructions and directions of the Village Board or their authorized designee and all Village of Cold Spring staff. The commission of any act in violation of Federal, State, County, or local laws by the Applicant shall be deemed a material breach of the terms of the approved application and shall be sufficient grounds for the Applicant's approval to be revoked.
26. **FORFEITURE OF DEPOSIT MAY RESULT FROM THE FOLLOWING:** Failure to comply with the Policies and Procedures; failure to leave the area in the condition it was in before the event; failure to remove all trash. Any necessary repairs to the grounds and facilities will be performed by the Village of Cold Spring or a designated professional of their approval and the cost will be deducted from the deposit. If cost exceeds deposit, an invoice will be sent to the Applicant who will be responsible for the additional cost of repairs.

APPLICATION FOR NON-TICKETED USE OF MAYOR'S PARK FIELDS, MAYOR'S PARK PAVILION, MCCONVILLE PARK, OR BANDSTAND

Applicant: _____

Sponsoring Organization: _____

Address: _____ Email: _____

Phone: _____ Cell: _____

Please check if applicable:

Cold Spring Village Resident Philipstown Resident 501(c)(3) Org.*

**If 501(c)(3) organization, attach proof (EIN, certificate of incorporation, parent organization verification, or IRS tax exemption certificate)*

Site(s) Requested: _____
(Mayor's Park Fields, Mayor's Park Pavilion, McConville Park, Bandstand)

Date(s) of Event: _____ Start Time: _____ End Time: _____

All locations open at 8AM and close at 9PM. The facilities are carry-in and carry-out.

All clean up must be completed by the end of each event day (9PM).

Additional Date(s) and Time(s) for Set-Up and Break-Down:

Estimated Attendance: _____
(Mayor's Park Fields with Pavilion - maximum 1,500 occupants)

Will there be Amplified Sound? _____ Yes _____ No

Will there be a tent or canopy? _____ Yes _____ No

Size: _____ (Square Feet) Location: _____

The undersigned is over 21 years of age and has read this form and all included information and agrees to comply with them. Individual or Organization Representative does hereby agree to be responsible to the Village of Cold Spring for the care and use of the facilities. I, on behalf of _____, do/does hereby agree to indemnify and hold harmless the Village of Cold Spring from any and all claims, suits, or demands and any expenses incurred by said Village for investigation, legal fees, or otherwise, which arise out of or are connected with the Village facility applied for herein and said Village shall be held harmless and indemnified regardless of whether the acts are the fault of the Applicant or the Village.

I, _____, and/or the organization I represent, _____, agree to pay for any and all damages to equipment or property of the Village of Cold Spring by said organizations, members, guests, or visitors.

Signature (Individual or Organization Representative)

Date _____

*******THE FOLLOWING TO BE COMPLETED BY THE VILLAGE OF COLD SPRING*******

Approval by Recreation Commission: Date _____ By _____

Notes:

Approval by Village Board: Date _____ By _____

Village Board to check appropriate Notations for Recreation Commission distribution:

- _____ Village of Cold Spring Police
- _____ Village of Cold Spring Highway Department
- _____ Village of Cold Spring Fire Department
- _____ Philipstown Ambulance Corps

FEE & SECURITY DEPOSIT FOR NON-TICKETED EVENTS				
Village Site	Cold Spring Village Resident	Philipstown Resident	Non-Resident	Event Fees
Mayor's Park Fields (Athletic Events)	\$0	\$50	Not Permitted	
Mayor's Park Fields (Other Events)	\$50	\$100	Not Permitted	
Mayor's Park Pavilion	\$100	\$200	Not Permitted	
Bandstand and Driveway (Weddings)	\$125	\$250	\$500	
Bandstand Only (Other Events)	\$50	\$100	\$250	
McConville Park (Excluding Tots Park)	\$50	\$100	Not Permitted	

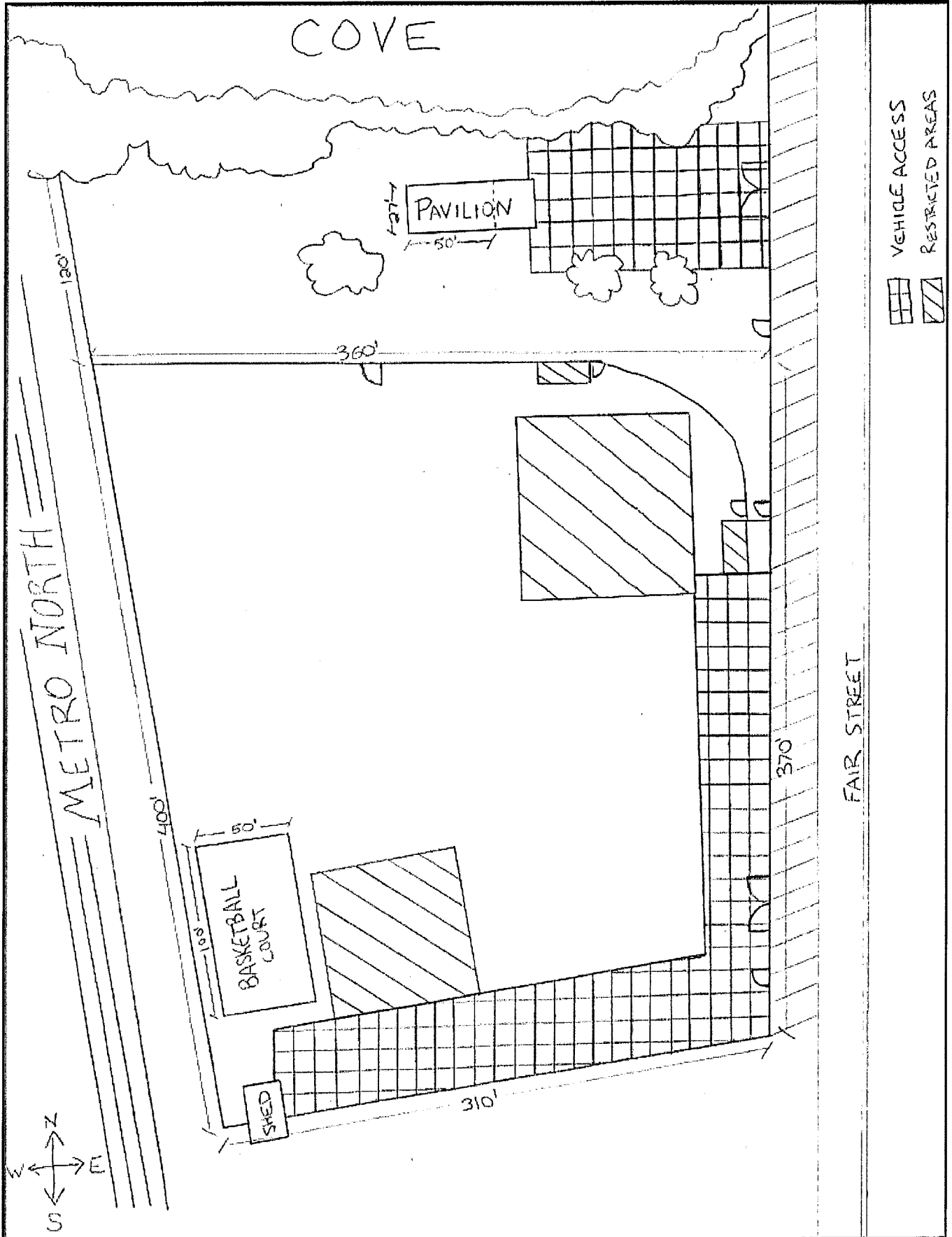
Security deposit equal to rental fee (due with application) No security deposit is needed for set-up or break-down days All reservations are a maximum of four (4) hours. Additional time will be \$25/hour	
The Village of Cold Spring may impose additional requirements prior to the issuance of the permit as required by the nature of the use for the event. Any costs associated with these additional requirements will be incurred by the permittee.	
Total Amount Due with Application: Checks made payable to <i>Village of Cold Spring</i>	

Date Approved: _____

Date of Certificate of Insurance: _____

Fee to be charged: _____ Date fee received: _____

Permit issued by: _____



Village of Cold Spring

Policies and Procedure for Ticketed Events

1. The following uses require an application:
 - All ticketed event on Village of Cold Spring Property
 - All events where use and access to Cold Spring Village property is closed to the public and charges are levied for admission, sales, or entry fees.
2. An application must be completed and submitted to the Recreation Commission at least 8 weeks prior to the event.
3. The Recreation Commission reviews applications at their monthly meeting and provides recommendations to the Village Board. The Recreation Commission meets the third Wednesday of each month. The Village Board receives recommendations and makes the final decision. The Recreation Commission will notify the Applicant of the final decision.
4. Registered 501(c)(3) organizations with branches located in Cold Spring may reserve locations, if available. Reservations should be requested at least 3 weeks prior to the scheduled event.
5. Organizations or clubs utilizing the facility must provide the Village of Cold Spring a liability insurance policy naming the Village of Cold Spring as a named insured on said policy. The policy shall have limits of \$1,000,000 for any one injury and \$2,000,000 for any one event and be written by or through an insurance company licensed by the State of New York. Insurance coverage shall include all days that the site is to be used. This includes all days from initial set-up until all items brought in for the event are completely removed from the site.
6. All fees and deposits must accompany the completed application. (Fees for usage listed on page 6)
7. Rain date(s) cannot be reserved unless paid for in addition to the regularly scheduled event date(s).
8. All locations open at 8AM and close at 9PM. All occupants must vacate the site by the closing time. The Applicant or representative must be on site from the time when attendees and/or vendors/staff enter the site until such time all have exited the site.
9. If the event includes inflatable(s), the Applicant must include a certificate of insurance from the company supplying the inflatable(s) prior to the event.
10. If live animals are included in the event, the Applicant must include a certificate of insurance from the company supplying the animals prior to the event.
11. Event signage may be displayed a maximum of one week in advance of the scheduled event on the Mayor's Park Fence. Signage may be placed at the corner of Fair and Main Street advertising and directing ticket holders to the event on the day of the event only. Signage is prohibited from being attached to trees or poles within the Village or in the tree planters/utility strips on Main Street. Stapling or nailing items to the structure or defacing property in any way is strictly prohibited. All signage must be removed by the day after the event.
12. The facilities are carry-in and carry-out. Additional trash cans or dumpsters will not be provided. The Applicant is responsible for removing and disposing of all refuse at the end of each rental day to the satisfaction of the Recreation Commission or designee by the posted closing time.
13. If additional tables or chairs are required, the Applicant is responsible for providing tables or chairs, as well as the set-up and break-down of such. Picnic tables at Mayor's Park are not to be moved; the five (5) tables shall remain in their original position under the Pavilion.
14. All tents must be secured and inspected by the Code Enforcement Officer at least 24 hours in advance of the event. All tent and equipment deliveries must be scheduled between 8AM - 3PM. Copies of the contracts for deliveries must be forwarded to the Recreation Commission/Village Clerk at least one week prior to the event.

15. Set-up or break-down dates other than the date(s) of the event must be noted in the application. A rental fee will be added for each additional day. Any deliveries must be done between 8AM - 3PM. Copies of the contracts for deliveries must be forwarded to the Recreation Commission/Village Clerk at least one week prior to the event.
16. All amplified sound must be arranged to face West towards the River only.
17. Pavilion restrooms will not be available during ticketed events. Portable restrooms shall be provided by the Applicant.
18. Alcoholic beverages are prohibited on Village sites unless an NYS-SLA Permit has been obtained by the Applicant. If food and/or alcohol is to be sold, the Applicant must provide the Health Department and/or NYS-SLA permit(s) at least two (2) weeks prior to the event.
19. Vehicle access within Mayor's Park Fields and Pavilion is only permitted in the areas marked on the site map provided on page 7. If there is rain on the day of the event (including set-up dates) and/or any of the 2 days prior to the event (including set-up dates), no vehicles, other than emergency services vehicles, will be allowed on any portion of the Mayor's Park Fields or Pavilion.
20. No vehicles, other than emergency service vehicle(s) in the event of an emergency, are allowed beyond the eastern end of the Pavilion in the Pavilion area. A maximum of 15 vehicles, with official Persons with Disabilities placards or license plates, will be allowed to park in the Pavilion area between the Pavilion and the fence running parallel with Fair Street on the eastern end of the park.
21. A Site Plan for Ticketed Events must be submitted utilizing the form provided. The Applicant and a member of the Recreation Commission or designee must meet at least one week prior to the event on location to do a final review of the site plan to ensure guidelines will be met.
22. Security may be needed for the event. The need for Security will be determined by the Recreation Commission with the recommendations of the Cold Spring Police Department. If deemed required, security will be provided by the Cold Spring Police Department or an approved outside agency at the Applicant's expense.
23. The Village of Cold Spring Highway Garage site must be rented for each ticketed event in the amount of \$350 per day to be used for event staff and vendor parking. Applicant must supply signage for vendors to display on dashboard of their vehicles. Applicant must have a person directing traffic/parking at Highway Garage site and checking vendor display signs. The Village of Cold Spring will install temporary signage for parking at Highway Garage site near Fair Street entrance and will install traffic cones designating area where parking will not be allowed. Access to gas pumps and passage to the rear of the garage must always be kept free of obstruction.
24. The Applicant receiving approval agrees to, and acknowledges, the responsibility for compliance with all applicable rules, regulations, ordinances, and statutes. The Applicant expressly agrees that they will not use the Village Facility to which the permit applies for any activity proscribed by the laws of the U.S., State of New York, the County of Putnam or the Village of Cold Spring. The Applicant further agrees to accept the total responsibility of preserving proper order and decorum, the protection of Village property, and the restoration of the facility to the condition in which it existed prior to the event. The Applicant agrees to comply with the instructions and directions of the Village Board or their authorized designee and all Village of Cold Spring staff. The commission of any act in violation of Federal, State, County, or local laws by the Applicant shall be deemed a material breach of the terms of the approved application and shall be sufficient grounds for the Applicant's approval to be revoked.
25. **FORFEITURE OF DEPOSIT MAY RESULT FROM THE FOLLOWING:** Failure to comply with the Policies and Procedures; failure to leave the area in the condition it was in before the event; failure to remove all trash. The Applicant is responsible for any damages that occur to the site during the event and event set-up and break-down. Any necessary repairs to the grounds and facilities will be performed by the Village of Cold Spring or a designated professional of their approval and the cost will be deducted from the deposit. If cost exceeds deposit, an invoice will be sent to the Applicant who will be responsible for the additional cost of repairs.

APPLICATION FOR TICKETED USE OF MAYOR'S PARK FIELDS AND/OR MAYOR'S PARK PAVILION

Applicant/ Contact: _____

Sponsoring Organization: _____

Address: _____ Email: _____

Phone: _____ Cell: _____

Please check if applicable:

Cold Spring Village Resident Philipstown Resident 501(c)(3) Org.*

**If 501(c)(3) organization, attach proof (EIN, certificate of incorporation, parent organization verification, or IRS tax exemption certificate)*

Site(s) Requested: _____

(Mayor's Park Fields, Mayor's Park Pavilion)

Date(s) of Event: _____ Start Time: _____ End Time: _____

All locations open at 8AM and close at 9PM. The facilities are carry-in and carry-out.

All clean up must be completed by the end of each event day (9PM).

Additional Date(s) and Time(s) for Set-Up and Break-Down:

Estimated Attendance: _____

(Mayor's Park Fields with Pavilion - maximum 1,500 occupants, including event staff and vendors)

Will there be Amplified Sound? _____ Yes _____ No

Will there be a tent or canopy? _____ Yes _____ No

Size: _____ (Square Feet) Location: _____

TICKETED EVENT INFORMATION:

Event Name: _____

Type of Event: _____

Maximum number of tickets to be sold: _____

Activities Planned: _____

How will the event be advertised? _____

Will there be a stage? Yes No

If yes, where: _____

Will alcohol be sold? Yes No

If yes, a separate NYS SLA permit is required

Will food be sold? Yes No

If yes, a separate NYS Health Dept. permit is required

Will any goods be sold? Yes No

Describe: _____

The undersigned is over 21 years of age and has read this form and all included information and agrees to comply with them. Individual or Organization Representative does hereby agree to be responsible to the Village of Cold Spring for the care and use of the facilities. I, on behalf of _____, do/does hereby agree to indemnify and hold harmless the Village of Cold Spring from any and all claims, suits, or demands and any expenses incurred by said Village for investigation, legal fees, or otherwise, which arise out of or are connected with the Village facility applied for herein and said Village shall be held harmless and indemnified regardless of whether the acts are the fault of the Applicant or the Village.

I, _____, and/or the organization I represent, _____, agree to pay for any and all damages to equipment or property of the Village of Cold Spring by said organizations, members, guests, or visitors.

Signature (Individual or Organization Representative)

Date _____

*******THE FOLLOWING TO BE COMPLETED BY THE VILLAGE OF COLD SPRING*******

Approval by Recreation Commission: Date _____ By _____

Notes:

Approval by Village Board: Date _____ By _____

Village Board to check appropriate Notations for Recreation Commission distribution:

- _____ Village of Cold Spring Police
- _____ Village of Cold Spring Highway Department
- _____ Village of Cold Spring Fire Department
- _____ Philipstown Ambulance Corps

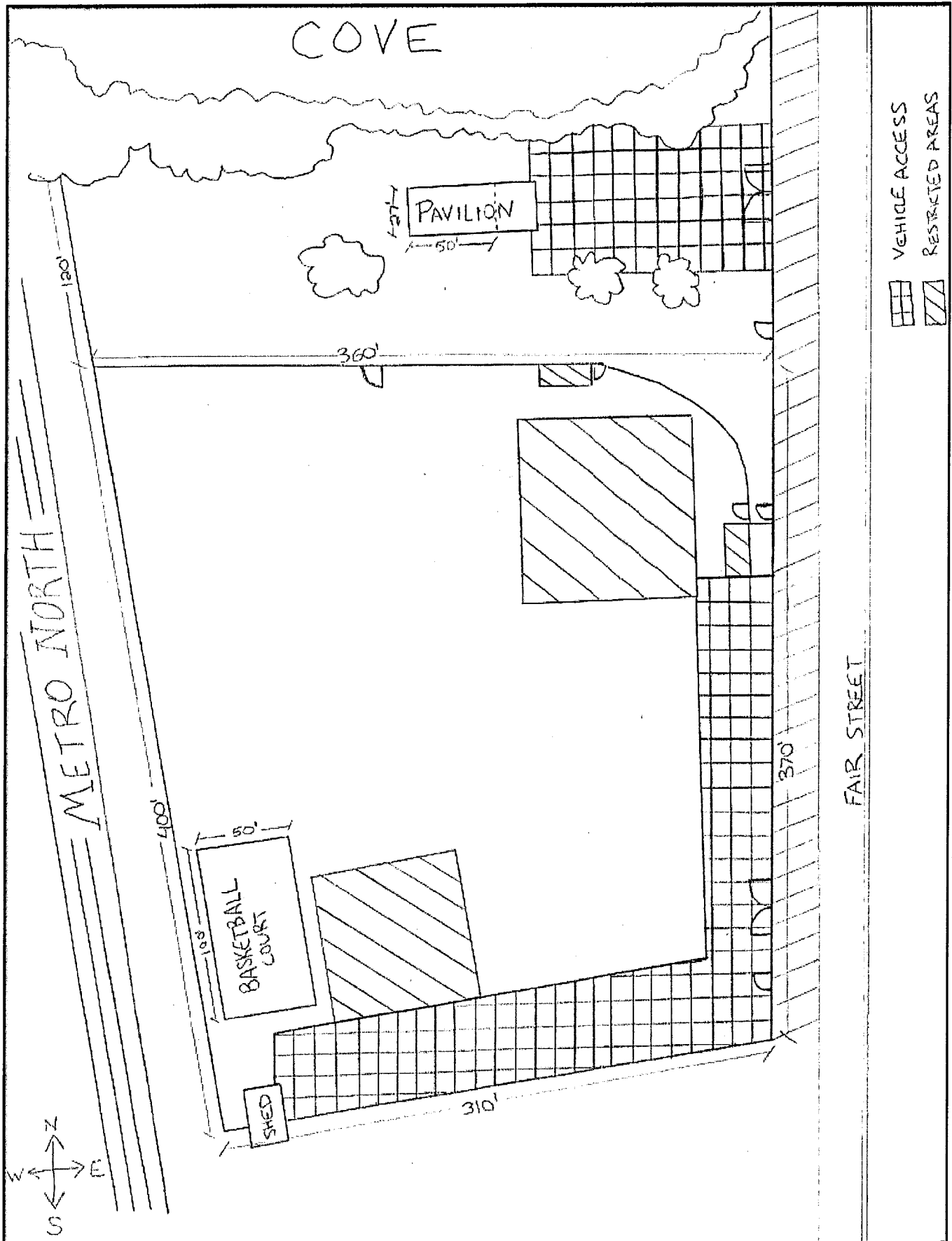
FEE & SECURITY DEPOSIT FOR TICKETED EVENTS			
Village Site	501(c)(3) Org.	For Profit Org.	Event Fees
Mayor's Park Fields	\$500	\$2,000	
Mayor's Park Pavilion	\$0	\$500	
Highway Department (Vendor Parking)	\$0	\$350	
Note: fee is per day, unless noted otherwise			
Police: \$38 per hour. Hours to be determined by the Officer in Charge.			
\$500 security deposit per event day(s) only (due with application) No security deposit is needed for set-up or break-down days All reservations are a maximum of ten (10) hours. Additional time will be \$100/hour			
The Village of Cold Spring may impose additional requirements prior to the issuance of the permit as required by the nature of the use for the event. Any costs associated with these additional requirements will be incurred by the permittee.			
Total Amount Due with Application: Checks made payable to <i>Village of Cold Spring</i>			

Date Approved: _____

Date of Certificate of Insurance: _____

Fee to be charged: _____ Date fee received: _____

Permit issued by: _____



Village of Cold Spring Parks Event Coordinator

The Village of Cold Spring has several beautiful parks which are available for private and public events, for example wedding ceremonies at the Bandstand, birthday cookouts at the Mayor's Park Pavilion, or all-weekend ticketed events at Mayor's Park such as food or beverage festivals.

The Village wishes to hire an individual who will help coordinate with Applicants or groups that have reserved a Village site and the Recreation Commission and/or Village Clerk, as well as be present for day-of logistics.

Primary responsibilities include:

- After an application to use a Village site has been approved by the appropriate Village boards, the Event Coordinator will communicate with the Applicant to confirm knowledge of the expectations and rules.
- For simple, one-day events (such as weddings at the Bandstand or a cookout at the Pavilion), the Event Coordinator will unlock the gates/doors and set up cones to block off parking or divert traffic as appropriate.
- For larger events (such as a food festival at Mayor's Park), the event coordinator will:
 - Meet with the Applicant at least one week prior to review the site plan, vendor parking, traffic and police plans, and ensure the Applicant is aware of and intending to follow all rules and regulations.
 - Verify alcohol and food permits.
 - Coordinate with Applicant for deliveries.
 - Notify Village Highway and Police Departments regarding parking and traffic.
 - Coordinate with the code enforcement officer to inspect onsite tents.
 - Be onsite for all set-up, the event, and breakdown.
 - Open and close gates as needed.
 - Post signage on the appropriate venue that there is a private event.
 - Review the condition of the venue after use and notify the Village of any concerns.

Requirements:

- Detail-oriented attitude.
- Excellent email, phone, and in-person communication.
- Time flexibility to perform the above tasks when events are scheduled.
- Ability to say no or pushback against people who are trying to bend the rules.
- Ability to lift and carry traffic cones or similar items, walk around the parks, and be on their feet for several hours.

Compensation:

- The Event Coordinator will be paid hourly based on events scheduled at a rate of \$25 [suggested] per hour.

Time Commitment:

- There are approximately [12] small events and [2] large events per year, which are overwhelmingly in the summer and fall.

- For small non-ticketed one-day events, the Event Coordinator will require approximately 2 hours (1 hour before the event, 1 hour after) to unlock/lock doors and set up/break down reserved parking but not required to be present for the entire event.
- For ticketed events, the Event Coordinator will be present and paid for coordination, set-up, throughout the event, and break-down. This can be an entire day or multiple days, typically on a weekend.

Bergman
3 North St.
Cold Spring Nj

1/11/22

To Whom it may concern,
I never received a tax
bill in the mail so I'm
hoping you will waive the
penalty.

Thank you
Laura Bergman