

VILLAGE OF CHATHAM BOARD OF TRUSTEES MEETING  
TRACY MEMORIAL HALL, 77 MAIN STREET, CHATHAM NY  
THURSDAY, MAY 9, 2013, 7:30 PM EDT

MEETING MINUTES

MEETING CALLED TO ORDER

SALUTE TO THE FLAG

**ROLL CALL:** Mayor Tom Curran called the meeting to order. Village Treasurer Barbara Henry called the roll. Present: Mayor Curran, Trustee Lenore Packet, Trustee Mike Wollowitz and Treasurer Barbara Henry. Absent: Trustee Jay Rippel, Trustee Adrienne Morrell

**PUBLIC COMMENT PERIOD #1:**

There was no comment made.

**APPROVAL OF MINUTES**

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz to approve minutes of April 25, 2013 board meeting.*

Minutes of April 30 and May 6 meetings will be reviewed at the next meeting. Next meeting will take place at 7:30 on May 23, 2013

**COMMITTEE REPORTS**

Police report read by Mayor Curran  
Fire Department report given by Chief Paul Pratt  
Wastewater/Water report read by Mayor Curran  
Streets report read by Trustee Packet  
Village Treasurer report given by Barbara Henry

**OLD BUSINESS**

1. Request by Chatham Area Business Alliance to close Main Street for Summerfest on Saturday, July 6 from 10:00 – 4:00. Four police officers will be needed for a cost not to exceed \$500.

Resolution #206 to approve closure of Main Street for Summerfest on July 6 from 10:00 – 4:00.

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.  
Resolution passed unanimously.*

2. Update of Woodbridge Avenue sidewalk project: Mayor Curran gave update. It has been a long process to get final plans from Department of Transportation. Sidewalk will run from railroad crossing to Kinderhook Street of east side of Woodbridge.

As this is a federal grant, it requires using federally-approved engineer. Mayor Curran will look into possibility of getting around this requirement in order to use Village Engineer.

Federal process requires announcement of project details at public meeting to ensure that there is support from stakeholders.

3. Kline Kill generator: This was recommended by DEC to ensure adequate water supply in the event of an extended power outage. Currently there is a three-day supply of water. Engineer Patrick Prendergast has requested that he be authorized to put this project out to bid.

Resolution #207 to put Kline Kill generator project out to bid.  
*Resolution made by Trustee Wollowitz, seconded by Trustee Packet.  
Resolution passed unanimously.*

4. Purchase new utility billing software from BAS: Several different software packages were looked at. This one will interface with tax collection software and inspection/planning software being reviewed for purchase in next fiscal year.

Resolution #208 to approve purchase of utility billing software from BAS for a price not to exceed \$4,000.  
*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.  
Resolution passed unanimously.*

## **NEW BUSINESS**

5. Hiring of seasonal workers:  
Resolution #209 to authorize advertisement for seasonal workers to work through leaf pick-up season. Will use local papers and webpage resources.

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.  
Resolution passed unanimously.*

6. Staff/Departmental Meetings:  
Resolution #210 to hold monthly Staff/Departmental meetings with Village Attorney to attend specifically on an as-needed basis.

*Resolution made by Trustee Wollowitz, seconded by Trustee Packet.  
Resolution passed unanimously.*

7. Attorney/Trustee Meetings:  
Resolution #211 to hold quarterly, or as-needed, Attorney/Trustee workshops or meetings to be noted on calendar.  
Discussion: Trustee Wollowitz wanted to note that meetings should only be held with the attorney as needed so that legal costs are minimized.

*Resolution passed unanimously.*

8. Comprehensive Plan and Zoning Review Committee:  
Mayor Curran reported that Lael Locke is interested in chairing this committee. Leo Ponter, Kevin Ellis and Joanne DelRossi have also agreed to participate. Meetings will be held monthly on Wednesday at the Tracy board room

Resolution #212 to appoint Lael Locke as Chair of the Comprehensive Plan and Zoning Review Committee.

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.  
Resolution passed unanimously.*

9. Sewer Relining Project:  
Mayor Curran reported that Village Engineer Patrick Prendergast coordinated the issuance of bids for this project. His recommendation is go with the lowest bidder: Kenyon Pipeline. He is familiar with this company and is satisfied that they met the requirements of the project.

Resolution #213 to approve awarding the lowest bidder, Kenyon Pipeline, the project of completing the sewer relining project for \$89,725 and pay DOT \$2,000 to DOT as a security deposit in case of damage.

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.*

Discussion: This project will be funded by leftover EFC funds.

*Resolution passed unanimously.*

10. NYS OSC Governmental Accounting School:

Barbara Henry requests that she be given approval to attend this course May 21-23 in Fishkill.

Resolution #214 to approve Barbara Henry to attend the NYS OSC Governmental Accounting School for a cost of \$85 plus mileage.

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.*

*Resolution passed unanimously.*

11. Public Hearing:

A public hearing is needed to allow input into decision regarding abolishing the Village as a distinct assessor of property.

Resolution #215 to hold a public hearing to enact Local Law #2 of 2013 abolishing the Village of Chatham as a distinct assessor of property within the Village, abolishing the position of Assessor and the Board of Assessment Review. Public Hearing will be held on May 23, 2013 at 7:15 at the Tracy Memorial Hall.

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.*

*Resolution passed unanimously.*

Notice will be made in Register-Star and Columbia Paper and posted in 2 places.

12. Approval of Fire Department expenditures:

Resolution #216 to authorize the Fire Department to complete hose testing at a cost of \$1,900.

*Resolution made by Trustee Wollowitz, seconded by Trustee Packet.*

*Resolution passed unanimously.*

Resolution #217 to authorize the Fire Department to purchase 6 used portable radios for the new ladder truck at a cost not to exceed \$1800.

*Resolution made by Trustee Wollowitz, seconded by Trustee Packet.*

*Resolution passed unanimously.*

## READING OF CORRESPONDENCE

13. The American Legion requests approval to close streets and have police assistance for Memorial Day festivities.

Resolution #218 for approval of Memorial Day festivities including police officers to close streets, at a cost not to exceed \$400.

*Resolution made by Trustee Packet, seconded by Trustee Wollowitz.*

*Resolution passed unanimously.*

Suggestion was made that a future workshop or discussion with attorney to clarify a standardized process to request street closings and other festivities.

## PUBLIC COMMENT PERIOD #2:

There was no comment made.

## APPROVAL OF ABSTRACTS

*Trustee Packet resolved to approve abstracts for a total of \$41,639.97, seconded by Wollowitz. Approved unanimously.*

*Motion to adjourn meeting at 8:38 pm made by Trustee Packet, seconded by Trustee Wollowitz. Approved by all.*

Respectfully submitted,

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Barbara A. Henry  
Village Administrator/Treasurer