

VILLAGE OF CHATHAM, NEW YORK, BOARD OF TRUSTEES MEETING  
TRACY MEMORIAL BUILDING  
77 MAIN STREET, CHATHAM, NY 12037  
September 13, 2021 7:00 PM EST

MINUTES

**Call to Order:** 7:00pm by Mayor J. Howe.

Present: Mayor J. Howe; Trustees J. Boehme, M. Spock, P. Minahan; Village Clerk D. Kelleher; CPD Deputy Chief J. Alessi; Building Inspector/Codes Enforcement Officer E. Reis; Town of Chatham Liaison V. Pitkin; Taconic Engineer C. Lindburg; Architect J. Merker; Residents L. Locke, M. Hoopes, J. Gerster. Absent Trustee J. Russell, Village Attorney K. Dow, CFD Chief E. Barnes.

**First Public Comment (limited to 15 minutes):** Resident M. Hoopes expressed concern about water bill due to outside leak. Mayor J. Howe let her know that she could submit a written request for sewer relief to the Board of Trustees. V. Pitkin mentions that the Town of Chatham is currently collecting information from residents regarding revisions to Comprehensive Plan. J. Boehme suggests a link on the Village webpage to the Town survey.

**Reports of Commissioners and Committees:**

Building Department Report by Building Inspector E. Reis.

Wastewater/Water Commissioner: Trustee Jodie Russell (Absent), Report read by Trustee J. Boehme.

Streets & Snow Removal Commissioner: Report read by Trustee Jaimee Boehme.

Police Commissioner: Pete Minahan, CPD Report given by Deputy Chief J. Alessi. Deputy Chief J. Alessi requested 60-day notice for street closure requests.

Fire Commissioner: Report read by Trustee Melony Spock.

**Approve the Minutes** August 9, 2021 Board Meeting. *So moved by P. Minahan, seconded by J. Boehme. Approved by all.*

**Approve Budget to Actual** August 31, 2021. *So moved by M. Spock, seconded by J. Boehme. Approved by all.*

**New Business:**

1. **Resolution 1** - To approve the request and authorize CABA to hold the annual **Octoberfeast** celebration on Saturday, October 2, 2021. *So moved by P. Minahan, seconded by J. Boehme. Approved by all.*

2. **Resolution 2** – To approve the CABA request to **close Main Street to parking and thru-traffic** from 8am-6pm, for **Octoberfeast** activities. *So moved by J. Boehme, seconded by P. Minahan. Approved by all.*

3. **Resolution 3** – To approve the **use of the Municipal Lot** for CABA **Octoberfeast** on Saturday, October 2, 2021 8am-10pm. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

4. **Resolution 4** - To approve temporary suspension of the **local open container law** in the **Municipal Lot (11am-10pm)**, and on **Main Street** from the traffic circle to the clock tower **(11am-6pm)**, on Saturday, October 2, 2021 for **Octoberfeast**. *So moved by J. Boehme, seconded by P. Minahan. Approved by all.*

**5. Resolution 5** – To establish standard work days for certain officials

**WHEREAS**, the Office of the New York State Comptroller calls upon municipalities to submit statements of standard work days for certain officials; and

**WHEREAS**, the Office of the Comptroller has provided form RS2417-A for such purpose;

Now, therefore, **BE IT RESOLVED** by the Board of Trustees of the Village of Chatham, that the standard work days for the Village Clerk and the Planning and Zoning Boards Secretary are as set out on the form RS-2417-A that is appended to this Resolution; and

**BE IT FURTHER RESOLVED** that the Mayor, Village Clerk, or other Village Officials are authorized and directed to take such steps as are necessary to carry out the purposes of this Resolution and the filing of the appended form RS-2417-A. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

**6. Resolution 6** – To approve \$7000 out of the Municipal Parking Account (xxxxxx4963) to **pave the municipal parking lot**. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

**7. Resolution 7** – To authorize the Mayor to **transfer funds** in the amount of \$7000 from the Municipal Parking account to the General Fund account to cover **paving of the municipal parking lot**. *So moved by J. Boehme, seconded by M. Spock. Approved by all.*

**8. Resolution 8** – To authorize the DPW to post “No Parking” signs on **Austerlitz St, Jones Ave, Cottage St, Murray St, Line St, High St, and Dinnegar Ave** for **Oil and Stone** work being done on Thursday, September 16, 2021. *So moved by P. Minahan, seconded by M. Spock. Approved by all.*

**9. Resolution 9** – To grant the Crandell Theatre permission to further extend the marquee over Village property. *So moved by J. Howe, seconded by J. Boehme. Approved by all.*

**10. Resolution 10** – To draft legislation that will allow the Village to “opt out” of the ability to have recreational marijuana sold in the Village, and will position the Board to be able “opt-in” at a later time, after further investigation. *So moved by P. Minahan, seconded by M. Spock. Approved by all.*

**Items for Discussion:**

Assistant Building Inspector status – *Pending completion of HR paperwork.*

Washington Avenue driveway repair – *J. Boehme and P. Genovese to contact homeowner regarding possible solution.*

**Second Public Comment Period (limited to 15 minutes):** *None.*

**Adjournment:** *So moved by M. Spock, seconded by J. Boehme. Approved by all at 8:30pm.*

**Next meeting:** October 18, 2021 7:00pm (moved from October 11, 2021 due to holiday)

Respectfully submitted,



Desiree Kelleher

Village Clerk

(10/13/21)



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A  
 (Rev. 8/15)

BE IT RESOLVED, that the Village of Chatham / 40155 hereby establishes the following standard work days for these titles and (Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs./day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
<b>Appointed Officials</b>								
Village Clerk	8 hours	Desiree Kelleher	8380		<input type="checkbox"/>	4/5/21-4/4/22		<input checked="" type="checkbox"/>
PB/2BA Secretary	6 hours	Anne Formel	0472		<input type="checkbox"/>	9/10/21-9/4/22		<input checked="" type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, Desiree Kelleher secretary/clerk of the governing board of the Village of Chatham of the State of New York, (Name of secretary or clerk) (Circle only) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 13<sup>th</sup> day of September, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Village of Chatham on this 14<sup>th</sup> day of September, 2021. Desiree Kelleher (Name of Employer) (Signature of the secretary or clerk)

Affidavit of Posting: I, Desiree Kelleher being duly sworn, deposes and says that the posting of the (Name of secretary or clerk)

Resolution began on 9/14/21 and continued for at least 30 days. That the Resolution was available to the public on the (Date)

Employer's website at www.villageofchatham.com (seal)

Official sign board at 77 Main Street, Chatham, NY 12037

Main entrance secretary or clerk's office at \_\_\_\_\_ Page 1 of 1 (for additional rows, attach a RS2417-B form).

Received Date

## Standard Work Day Resolution for Employees\*

Please type or print clearly  
in blue or black ink

Employer Location Code

**4 0 1 5 5**

See Instructions for completing form on reverse side

**RS 2418**

(Rev.12/19)

BE IT RESOLVED, that the Village of Chatham Location code 40155, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
<u>Village Clerk</u>	<u>8 hours</u>
<u>Planning &amp; Zoning Board's Secretary</u>	<u>6 hours</u>

On this 13<sup>th</sup> day of September, 20 21

Desiree Kelleher Date enacted: 9/13/21  
(Signature of Clerk)

I, Desiree Kelleher, clerk of the governing board of the Village of Chatham,  
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 13<sup>th</sup> day of September, 20 21 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 4 of such members were present at such meeting and that 4 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto  
Set my hand and the seal of the

Village of Chatham  
(Name of Employer)

(seal)

\*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A) .

For important information and instructions – See Back Page



## Instructions for completing the Standard Work Day Resolution

A	B
Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

Please note: the above table is a **sample**. The titles and values are for illustrative purposes only.

**A. Title:** You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all custodial staff six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.

**B. Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours an employee works. For example, if a clerk is only required to work three hours a day, the employer must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

**Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.**