

**VILLAGE OF CHATHAM, NEW YORK, BOARD OF TRUSTEES MEETING  
TRACY MEMORIAL BUILDING  
77 MAIN STREET, CHATHAM, NY 12037  
January 10, 2022, 7:00 PM EST**

MINUTES

**Call to Order:** 7:00pm by Mayor J. Howe, and the Pledge of Allegiance.

**First Public Comment (limited to 15 minutes):**

*Resident S. Piazza asks about Speed Trailer sign. Deputy Chief Alessi responds that due to weather and plowing it has not been used as frequently.*

*Resident F. Iaconetti asks about the sewer relief items on the agenda. Mayor J. Howe responds that sewer relief is possibly granted when a resident can show that water has not entered the sewer.*

**Reports of Commissioners and Committees:**

**Building Inspector:** *Building Dept Report given by Erin Reis.*

**Wastewater/Water Commissioner:** Trustee Jodie Russell

**Streets & Snow Removal Commissioner:** Trustee Jaimee Boehme. *DPW report read by J. Boehme. J. Boehme adds that some residents are not caring for their sidewalks according to Village code.*

*Mayor J. Howe requests that the DPW consider stocking up on salt to get ahead of price increases.*

**Police Commissioner:** Pete Minahan. *CPD Report read by Deputy Chief J. Alessi. Reminder for residents to mind the no overnight parking codes. Thanks to Officer Coolidge for organizing Morris Memorial Drive. Coordination of Santa at Fire House.*

*Trustee P. Minahan asked if Deputy Chief Alessi would consider scheduling officers overnight for another round of warnings prior to towing vehicles. Deputy Chief Alessi agreed.*

**Fire Commissioner:** Trustee Melony Spock. *CFD Report read by Acting Chief P. Pratt. Mayor J. Howe expresses appreciation to the CFD in their handling of 157 alarms which is 30% increase in alarms over last year. Something to keep in mind regarding yearly budgeting.*

*Mayor J. Howe adds that Delivery of CFD and CPD Chiefs vehicles are still at least a few months out. The DPW Truck will be built in February, and may not be ready until possibly the end of summer.*

**Approve the Minutes** *December 13, 2021 Board Meeting. So moved by M. Spock, seconded by P. Minahan. All approved.*

**Approve the Minutes** *December 27, 2021 Special Board Meeting. So moved by J. Boehme, seconded by J. Russell. All approved.*

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

**New Business:**

1. **Resolution** – To approve a one-time sewer relief in the amount of \$1922.76 for Chatham Brewing Company for leak due to equipment malfunction. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

2. **Resolution** - To authorize the Clerk to request bids for Waste/Recycling removal for a 2-year contract period, July 1, 2022 through June 30, 2024. *So moved by J. Russell, seconded by P. Minahan. Mayor J. Howe*

*indicates that he expects to meet with the Mayor of Valatie regarding possibility of consolidation. Approved by all.*

**3. Resolution** – To approve a Budget Line Transfer in the amount of \$12.50 from Budget Line 80204.01 Planning Advertising to Budget Line 80204.01 Planning Contractual to cover one-half of the increase in the National Planning/Zoning Board annual Fee. *So moved by J. Boehme, seconded by P. Minahan. Approved by all.*

**4. Resolution** – To approve a Budget Line Transfer in the amount of \$12.50 from Budget Line 80104.01 Zoning Advertising to Budget Line 80104.01 Zoning Contractual to cover one-half of the increase in the National Planning/Zoning Board annual Fee. *So moved by J. Russell, seconded by P. Minahan. Approved by all.*

**5. Resolution** -To amend resolution 2 of December 13, 2021 Board of Trustees Meeting to approve a Budget Line Transfer in the total amount of \$8000.00 from budget line 19904.01 (Contingency) to budget line 14101.01 (Clerk Salaries) for the hiring of a Deputy Clerk. *So moved by P. Minahan, seconded by J. Boehme. Approved by all.*

**6. Resolution** – To authorize the Mayor to sign a one-year agreement between the Village of Chatham and **Columbia County MIS** to provide computer related services for the **period January 1, 2022 through December 31, 2022.** *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

**7. Resolution** – To appoint Sam Davis as Deputy Registrar of Vital Statistics at no additional salary. *So moved by J. Russell, seconded by P. Minahan. Approved by all.*

**8. Resolution** – To appoint Brandon Gaylord as the Temporary Planning Board Chairperson. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

**9. Resolution** – To approve a one-time sewer relief in the amount of \$145.73 for Melanie Hoopes for water used to fill a swimming pool. *So moved by P. Minahan, seconded by M. Spock. Approved by all.*

**10. Resolution** – To approve a Budget Line Transfer in the amount of \$2367.14 from Budget Line 97386.12 EFC Reservoir Principal to newly established Budget Line 97387.12 created to account for interest. *So moved by J. Russell, seconded by P. Minahan. Approved by all. (Water Tower financing).*

**11. Resolution** - To Certify the January 6, 2022 report of Unpaid Village Taxes. *So moved by J. Russell, seconded by P. Minahan. Approved by all.*

#### **Items for Discussion:**

a. Cannabis Sale/Distribution –

*Mayor Howe: Originally opted out with intention of opting back in, looking at the area of Dardess Dive, but place restrictions like not open before 10am and not open past 9pm. Not involve consumption. Only retail sales. Does that require any amendment to zoning because it's already zoned commercial?*

*Attorney K. Dow gave an overview of some of the possible options, including the possibility of defining more specifically Retail vs Retail Dispensary, or Cannabis Dispensary and write specific regulations for it. He also noted that every amendment of the Zoning Code has to be referred to the Planning Board for their review, recommendation and report.*

b. Kirk Kneller – Email re: Rural Cemetery Turn around

*Mayor Howe: Budget goes from June through May and we are about half way through the budget year right now. The Board will review the Rural Cemetery request for assistance during the budget process this year. Trustee J. Boehme notes that financials were requested from the Rural Cemetery and Mayor Howe responded that financials were given to the Town of Ghent. Attorney K. Dow states that there is some NYS Law regarding supporting cemeteries and that under certain circumstances cemeteries can be supported.*

c. Review/update Village Fees and Rates (last updated July 13, 2018)

*Mayor Howe: We can review and look at updating the Rates and Fees during the Budget process.*

d. Policy Manual – Clarify PTO/Holiday/Sick

*The Board clarified that in the Village of Chatham Compensation and Benefits Manual (Draft 1/27/20), Part 4 Paid Time Off (PTO), the last column of the chart should be stricken. This column was for committee calculation use and not intended for final document.*

*Also to be amended, the final paragraph of Part 4, by changing “vacation/personal” to “PTO”.*

**Introduction of Proposed Resolution: “A Resolution Establishing Income Levels for Real Property Tax Exemptions for Senior Citizens” read by Mayor J. Howe.**

*Motion made by J. Russell to hold a Public Hearing on February 14, 2022 at 6:50pm to discuss proposed resolution. Motion seconded by J. Boehme. Approved by all.*

**Introduction/Presentation of “Request to Amend Zoning District Map for Route 203, Village of Chatham, NY”, by Mitchell Khosrova (Legal counsel for property owner, Alan Phillips).**

*Mayor J. Howe introduced the topic by first noting that this is an informational presentation and not a public hearing. He asked the Clerk to reach out to the Planning and Zoning Boards encouraging them to submit to her any notes, comments, or questions prior to any public hearing, should one arise. The Mayor continued by reading a letter to the Board, written by M. Khosrova, and introduced M. Khosrova for his presentation.*

*M. Khosrova noted that the property owner who lives in Austerlitz and is here quite often, wishes to construct a lodging facility on the property and requests that the zoning map be amended so that the parcel may be zoned as a Commercial (C2) district to permit this operation. Uses local contractors. Rehearsal dinners for larger groups. Shaker inspired colors. Restaurant. Small Tavern for locals and guests. Owns Swiss Hutte and several restaurants downstate. Structure would be set back. Not really visible. Access would be shared driveway/easement that is already there. Walking distance to Village. Village tax and water/sewer revenue. Surveyor figured property could accommodate 21 residents, but owner does not want to go in that direction. Owner has not yet hired design and architecture professionals until he has a better idea if Village wants to consider the project. M. Khosrova open to questions if Mr. Mayor likes.*

*Mayor J. Howe asked Village Attorney K. Dow to give an overview of the process of amending the zoning. Dow gave an overview of the process, noting that there are options available to the Village in addition to the one specifically requested by the property owner. A more restrictive approach could be taken. Mayor Howe indicates that IF the Board were to move forward and modify the law and at that point any variances were required, the Planning Board and the Zoning Board would be intimately involved in the process.*

*Mayor Howe pointed out existing infrastructure questions and concerns about storm water runoff and major problem with flooding at the south end of the Village. Already challenges regarding Payn Avenue culvert and that DOT and the Army Corp of Engineers play a part.*

*Trustee M. Spock believes it is important to take time to collect information and to be thoughtful about the direction of the Village.*

*Trustee J. Boehme asked about the timeline and M. Khosrova answered as quick as possible, but not pushing. He suggests anyone visit the Swiss Hutte to see the changes and what is happening there.*

**Second Public Comment Period (limited to 15 minutes):**

*Resident L. Locke commented that the street is a lovely quiet street and would like it to remain that way. Concern is the approach about the turn around and what might be done with it.*

*Resident F. Iaconetti asked about the Senior Income Levels For Real Property Tax Exemptions dollar amounts and would they be made available for the benefit of the people at the public hearing. Mayor Howe said absolutely and also offered him a copy.*

*Resident F. Iaconetti asked also if the presentation made by Attorney Khosrova was a formal application at this time. Mayor Howe responded that the presentation was for informational purposes only and is not yet a formal application.*

*Regarding the Fire Department report, Resident S. Piazza asked for the specific number of alarms from the previous year. Mayor Howe did not have the exact number from last year in front of him, but reiterated that the total number increased by 30%.*

**Executive session:** To discuss the employment history of a particular person or person(s).

*Motion to Enter into Executive Session by M. Spock, seconded by J. Russell. Approved by all at 8:19pm.*

*Motion to Come out of Executive session by J. Boehme, seconded by M. Spock. Approved by all at 8:24pm.*

**Adjournment:** *Motion to adjourn by J. Russell, seconded by J. Boehme. Approved by all at 8:33pm.*

**Next meeting:** February 14, 2021, 7:00pm, with Public Hearing at 6:50pm.