

VILLAGE OF CHATHAM, NEW YORK
TRACY MEMORIAL BUILDING
77 MAIN STREET, CHATHAM, NY 12037

BOARD OF TRUSTEES MEETING 7:00pm
MINUTES - March 14, 2022

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

Note, and thanks to Trustee J. Russell for her service on the Board of Trustees. This evening is her last regular meeting, for now.

Present: Mayor J. Howe; Trustees P. Minahan, J. Russell, M. Spock, J. Boehme; Village Attorney K. Dow; Village Clerk D. Kelleher, Deputy Clerk S. Davis; Town of Chatham Liaison V. Pitkin; CPD Acting Chief J. Alessi; CFD Acting Chief P. Pratt; Building Inspector E. Reis; Residents S. Piazza, D. Meyers, K. Schassler.

First Public Comment (limited to 15 minutes): Resident S. Piazza encouraged the Village to continue discussion about the Village Clock tower evaluation and maintenance.

Reports of Commissioners and Committees:

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

Wastewater/Water Commissioner: Trustee Jodie Russell. *DPW report read by J. Russell.*

Streets & Snow Removal Commissioner: Trustee Jaimee Boehme

Police Commissioner: Trustee Pete Minahan. *Report given by Chief Alessi.*

Fire Commissioner: Trustee Melony Spock. *Report given by Chief Pratt.*

Approve the Minutes February 14, 2022 Board Meeting. *So moved by P. Minahan, seconded by M. Spock. Approved by all.*

Approve Budget to Actual February 28, 2022. *So moved by J. Russell, seconded by J. Boehme. Approved by all.*

New Business:

1. **Resolution 23 of 2022** – To approve a **Budget Line Transfer** in the amount of **\$16,987.20** from Budget Line 2705.01 Gifts and Donations into Budget Line 9720.6 **Principal Tracy Project for payment to Tracy Bond**. *So moved by P. Minahan, seconded by J. Russell. Approved by all.*

2. **Resolution 24 of 2022** – To approve a **Budget Line Transfer** in the amount of **\$6,870.00** from Budget Line 2705.01 Gifts and Donations into Budget Line 9720.7 **Interest Tracy Project for payment to Tracy Bond**. *So moved by J. Boehme, seconded by P. Minahan. Approved by all.*

3. **Resolution 25 of 2022** – To appoint **Amy Walsh** as the Village of Chatham Representative on the **Columbia County Environmental Management Council (EMC)**. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

4. **Resolution 26 of 2022** – To adopt the updated Village of Chatham **Sexual Harassment Policy dated February 2022**, and incorporate the update into the Employee Policies Handbook. *So moved by M. Spock, seconded by J. Russell. Approved by all.*

Items for Discussion:

A. Zoning Committee Codes/Policy Updates (sidewalks, Food Trucks, signs...).

M. Spock would like the codes committee to meet again for continuation of Food Truck discussion. The sidewalk policy is ready, but needs more specifics regarding enforcement. Then a Draft Local Law will

be written and introduced at the April meeting. Once it is introduced, a Public Hearing will be held and the Draft Law will be voted on.

Mayor Howe stresses that the sidewalk policy needs to be finalized first, prior to moving on to the Food Truck policy.

B. Planning Board recommendation to the Board of Trustees pertaining to **Retail Cannabis was read at the last meeting. Continue discussion.**

Inquiries made by Deputy Clerk S. Davis informed the Village that The Cannabis Control Board is still in process of staffing, and have not yet completed regulations and definitions. Until these regulations and definitions are set forth by OCB, the Village is at a standstill regarding Cannabis specific Village Zoning. Counsel at NYCOM estimates it will be Late 2022 at the earliest before regulations will be finalized and the Office of Cannabis Control will begin accepting applications, and licenses likely will not be issued until into 2023.

C. Planning Board recommendation regarding the **proposed concept of lodging at Tax Map ID: 66.13-2-58.**

K. Dow gave a brief overview of the Planning Board discussion relating to its opinion to the Board. K. Dow notes that the Board of Trustees does not need to have a petition from an applicant to change zoning. The Board has the ability to make a zoning change if that is what they decide to do. This is an informal discussion right now and it is up to the Board as to if and how to move forward. Once, and if the specifics are determined and drafted into a proposed local Law, then it would be introduced, there would be a public hearing, and the Board would Vote.

- To simply change the zoning from SR to C3 is an option, but was not favorable.*
- Modifying the existing SR would enable the Board to incorporate specific parameters that support what the Village chooses to allow for lodging.*
- Creation of a new hybrid zone district, which would be both residential and lodging, is an option but not the one most favored.*

J. Howe: We will plan to advertise an Informational Meeting for April and have a couple or roughly drawn up options available.

D. Grease Traps or Interceptors Notice of Emergency Adoption and Proposed Rule Making Effective March 22, 2022. Copy of Notice and Rule Text attached.

E. FYI, Bulk/Heavy Trash DROP OFF is scheduled for May 16-19, 2022.

Announcement: Heavy Trash Drop Off (at Brookside Ave) for Village residents will be May 16-19, 2022. 8am-2pm. Register for Heavy Trash Drop Off and pick up a voucher from the Village Clerk Monday-Thursday, 9am-1pm, by May 6, 2022. One time use, good for 1 "drop-off truck load". Items NOT accepted include Hazardous waste, chemicals, or any liquids, animal carcasses, firearms, ammunition or fireworks, asbestos, tires, appliances containing Freon, TV's, computers, or any other office equipment.

F. Schedule Budget Workshop dates (open to the public):

March 22, 2022, 6:15pm Building Dept/Treasurer; 6:25pm Clerk; 6:35pm CFD.

March 24, 2022, 6:00pm DPW; 6:25pm CPD.

---Public Hearing will be set on, or before, April 15, 2022.

Second Public Comment Period (limited to 15 minutes):

--J. Howe: *Reminder to vote at **Village Elections** tomorrow.*

--J. Boehme: **Tree Removal** – *For scheduling purposes, which of the Tree removal estimates? They each have insurance, but the lowest price was **Donges Tree Service**, so going with Donges.*

--Annual NYS **Burn Ban is in effect from March 16 through May 14**. *There are a few exceptions including, but not limited to, small cooking fire and a chiminea. For more info <https://www.dec.ny.gov>.*

Executive Session: *To discuss the financial, or employment history of a particular person.*

Motion to enter into Executive session by M. Spock, seconded by J. Russell. Approved by all.

Motion to come out of Executive session by J. Boehme, seconded by M. Spock. Approved by all.

Adjournment: *So moved by J. Russell, seconded by J. Boehme. Approved by all at 8:20pm.*

Next meeting: May 9, 2022, 7:00pm

(Rev. 3/21/22)

Fw: BUILDING NEW YORK E-BULLETIN: Notice of Emergency Adoption and Proposed Rule Making - Grease Traps or Interceptors (19 NYCRR Part 1229)

Desiree Kelleher <dkelleher@villageofchatham.com>

Wed 3/9/2022 2:31 PM

To: Desiree Kelleher <dkelleher@villageofchatham.com>

📎 1 attachments (14 KB)

Village Restaurants (Grease Traps).docx;

From: dos.sm.Codes.Training <dosCodesTraining@dos.ny.gov>

Sent: Tuesday, March 8, 2022 8:40 AM

To: dos.dl.listserv.Codes.NYSCodes <dosNYSCodes@dos.ny.gov>

Subject: BUILDING NEW YORK E-BULLETIN: Notice of Emergency Adoption and Proposed Rule Making - Grease Traps or Interceptors (19 NYCRR Part 1229)



Building Standards and Codes

John Addario PE, Director

March 8, 2022

BUILDING NEW YORK E-BULLETIN Grease Traps or Interceptors (19 NYCRR Part 1229) Notice of Emergency Adoption and Proposed Rule Making

Effective March 22, 2022

On Friday, March 4, 2022, the State Fire Prevention and Building Code Council (the "Code Council") adopted a rule that adds specific provisions in relation to the installation, modification, use, and maintenance of grease interceptors (commonly referred to as "grease traps") to the New York State Uniform Fire Prevention and Building Code (the "Uniform Code"). The rule was adopted as an emergency rule, and will become effective on March 22, 2022.

To access the rule documents and the proposed rulemaking schedule, [please click here.](#)

A Division of Department of State

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TEXT OF RULE

1. Section 1219.1 of Part 1219 of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York is amended to read as follows:

Section 1219.1 Uniform Fire Prevention and Building Code

The New York State Uniform Fire Prevention and Building Code (the Uniform Code), adopted pursuant to Article 18 of the Executive Law, includes Part 1220 (Residential Construction), Part 1221 (Building Construction), Part 1222 (Plumbing Systems), Part 1223 (Mechanical Systems), Part 1224 (Fuel Gas Equipment and Systems), Part 1225 (Fire Prevention), Part 1226 (Property Maintenance), Part 1227 (Existing Buildings), [and] Part 1228 (Rail Stations), and Part 1229 (Other Uniform Code Provisions) of this Title and the publications incorporated by reference into those Parts.

2. Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York is amended by adding a new Part 1229 to read as follows:

Part 1229

Other Uniform Code Provisions

Subpart 1229-1

Introduction

Section 1229-1.1 Introduction.

The provisions set forth in this Part 1229 are part of the Uniform Fire Prevention and Building Code (the “Uniform Code”) and are in addition to, and not in limitation of, the provisions set forth in Parts 1219 through 1228 of this Title.

(3) Hydromechanical. Plumbing appurtenances that are installed in the sanitary drainage system to intercept free-floating fats, oils and grease from wastewater discharge. Continuous separation is accomplished by air entrainment, buoyancy and interior baffling.

(e) Uniform Code. The New York State Uniform Fire Prevention and Building Code, Subchapter A of Chapter XXXIII of this Title.

Section 1229-2.4 Provisions and requirements applicable to grease interceptors.

(a) General. Grease interceptors shall comply with the applicable provisions and requirements of the Uniform Code set forth in Parts 1220 to 1228 of this Title, and this Subpart.

(b) New and existing grease interceptors shall comply with the following:

(1) Expected loads. All grease interceptors shall be designed to withstand all expected earth, pedestrian, traffic, and other loads as applicable. Openings in grease interceptors that provide access to the grease interceptor shall have covers that are watertight and secure, not capable of sliding, rotating, or flipping to expose the opening, and be capable of withstanding all expected earth, pedestrian, traffic, and other loads as applicable.

(2) Preventing unauthorized access. Only authorized individuals shall have access to grease interceptors. Access to the grease interceptor shall be restricted by at least one of the following means:

(i) covers that can be removed only with tools;

(ii) covers with minimum weight of 66 pounds (30 kg);

(iii) covers that have a keyed or combination locking device;

(iv) a permanent fence or solid barrier designed to prevent climbing that: is not less than 48 inches (1219 mm) tall; has self-closing and self-latching gates with the latch release installed at a minimum of 54 inches (1372 mm) from the finished floor or ground surface and a keyed or combination locking mechanism;



Figure 1: Grease Interceptor Warning Sign

(iv) The sign(s) shall have a minimum nominal width of 14-inches and a minimum nominal height of 10-inches.

(v) The sign(s) shall be permanently affixed to any supporting devices, and all mounting hardware and supporting devices shall be of a sturdy, weather-resistant material suitable for the installation location.

Section 1229-2.5 Maintenance.

Grease interceptors shall be maintained in accordance with the Uniform Code and the manufacturer's installation instructions. Grease interceptors shall be regularly serviced and cleaned to prevent the discharge of oil, grease, and other substances harmful or hazardous to the building drainage system, the public sewer, the private sewage disposal system, or the sewage treatment plant or processes. Records of maintenance, cleaning, and repairs shall be available for inspection by the code enforcement official. Maintenance personnel and the property owner shall ensure the approved method of preventing unauthorized access is in good repair and properly secured following any maintenance performed, shall ensure the required signage is properly maintained, and that the grease interceptor is properly maintained to withstand all expected earth, pedestrian, traffic, and other loads as applicable.

Section 1229-2.6 Exemption.