

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

BOARD OF TRUSTEES MEETING 7:00pm

April 11, 2022
MINUTES

Present: *Mayor J. Howe; Trustees P. Minahan, M. Spock, J. Boehme, K. Schassler; Village Attorney K. Dow; Village Clerk D. Kelleher; Deputy Clerk S. Davis; Fire Chief P. Rideout; Assistant Fire Chief E. Barnes; Deputy Police Chief J. Alessi; Officer J. Favorito; DPW Foreman P. Genovese; Town of Chatham Liaison R. Werwaiss; Residents L. Locke, L. Brown, W. Coe*

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

First Public Comment (limited to 15 minutes): *Resident W. Coe spoke to the Board regarding his concerns about the transport of fuel and other hazardous materials on the railroad through the Village. He asked that the Fire Chief invite him to the Fire Department to explain to him the Village procedure for dealing with disastrous situations.*

Mayor J. Howe thanked W. Coe and asked if there were any other comments. Mayor J. Howe then introduced Town of Chatham Liaison R. Werwaiss who was in attendance.

Reports of Commissioners and Committees:

Building Inspector: *Erin Reis Mayor J. Howe confirmed that all Board members had read the report as presented and hearing no questions or comments moved on.*

Wastewater/Water Commissioner: *Trustee Karyn Schassler Report presented by DPW Foreman P. Genovese.*

Streets & Snow Removal Commissioner: *Trustee Jaimee Boehme Report presented by DPW Foreman P. Genovese.*

Police Commissioner: *Trustee Pete Minahan Report presented by Deputy Police Chief J. Alessi and Officer J. Favorito*

Fire Commissioner: *Trustee Melony Spock Report presented by P. Rideout.*

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

New Business:

1. **Resolution 35 of 2022** – *To approve the DPW purchase of KUBOTA LX3310HSDC with Flail mower, Power Rake, Plow, snow blower, angle broom and mower deck in the amount of \$64,256.72 according to the Sourcewell contract Q#2315026 dated 03/25/22, and using CHIPS to pay in the 2022-23 Budget year. So moved by J. Boehme, seconded by M. Spock. Approved by all. Mayor J. Howe noted that the CHIPS money allocated for the purchase of the mower meant that there would be no*

cost to the tax payers. P. Genovese noted that it can also be used to assist with snow removal during the winter.

2. **Resolution 36 of 2022** – To approve and accept the **Chatham Fire Department General Convention 2022** appointments of **Paul Rideout as Fire Chief, Eric Barnes as 1st Assistant Fire Chief, and Daniel Herrick as 2nd assistant Fire Chief**. So moved by M. Spock, seconded by P. Minahan. Approved by all. Mayor J. Howe thanked P. Rideout and E. Barnes for their service.

3. **Resolution 37 of 2022** – To authorize the Clerk to request bids for garbage pick-up for a two year contract from July 1, 2022 – June 30, 2024. So moved by K. Schassler, seconded by P. Minahan. Approved by all.

4. **Resolution 38 of 2022** - To authorize the DPW to solicit bids for the **Ghent water line project, 12” HDPE Directional Bore, BID# REF-VOC-DPW001**. So moved by P. Minahan, seconded by J. Boehme. Approved by all. Mayor J. Howe noted that a significant portion of this project will be financed through COVID relief funds allocated for water and sewer infrastructure.

5. **Resolution 39 of 2022** – To grant Rita VanAlstyne **sewer relief** in the amount of **\$208.54** due to a frozen/broken water spigot early in February. So moved by J. Boehme, seconded by P. Minahan. Approved by all.

Items for Discussion:

A. **Zoning Committee Codes/Policy Updates** (sidewalks, Food Trucks, signs...). Committee seeking input from the Board. M. Spock stated that work was still being done on the sidewalk issue and asked that the Board look over language provided by Village Attorney K. Dow. M. Spock opened discussion regarding food trucks in the Village by asking for input from the Board, noting that the policy as currently drafted states that food trucks are not allowed within 150 yards of restaurants. She questioned where in the Village food trucks would be able to go. Resident L. Locke stated that food trucks are not allowed on Village owned property unless approved by the Board of Trustees for festivals or special events and are only allowed on private property. M. Spock asked if there might be a possibility of designating a special time and place to allow food trucks to set up, such as Depot Square, but reiterated that they were seeking thoughts from the Board prior to finalization. Mayor J. Howe recognized that in the past there have been concerns raised regarding food trucks and the competition they posed to store owners and restaurants. He stated that there needs to be a consideration for the people who are running businesses here year-round who pay water and sewer fees and taxes. He also said that he did not feel that \$25 dollars was a fair price for a permit, noting that other communities charged considerably more. And should be considered. Mayor J. Howe also mentioned that there may a possibility that food trucks might be subject to a fire code which would subject them to inspection by the building inspector and should be a consideration. J. Boehme noted that originally, there had been discussion regarding the possibility of designating a specific location and time that would allow for food trucks. She stated that she would not be opposed to allowing perhaps two designated spots for food trucks if they met all the requirements. M. Spock stated that there is language stating that food trucks were not allowed in certain locales or near schools. M. Spock said the input was helpful and that they

will also look into other municipality policies. K. Dow asked for clarification regarding food trucks on private property.

M. Spock stated that she has been approached by community members regarding the application for a grant to develop a Tree Plan. The grant would be submitted by the Village and community members would do most of the work. Work would include taking an inventory of trees, hiring an arborist, assessing the best types of trees to plant, and developing a plan for tree replacement. M. Spock asked for input from other members of the Board. Mayor J. Howe expressed his appreciation for members of the community who are willing to commit their time and effort and that he felt that the Board should do anything it was able to do to support community engagement. J. Boehme stated that she felt that the plan was a good idea and that there were already a few trees being discussed.

B. Planning Board recommendation to the Board of Trustees pertaining to Retail Cannabis was read at the February 14, 2022 meeting. Continue discussion. Mayor J. Howe reiterated the Planning Board's recommendation to add it to the Table of Use for the C3 zone and to define Retail Cannabis. Mayor J. Howe also read portions of correspondence from NYCOM General Counsel Wade Beltrano regarding NY Cannabis Board, in which he noted that at the time the CCB was still hiring staff, and said that the probable schedule for instituting regulations are likely to occur in the 3rd or 4th quarter of 2022. Mayor J. Howe noted that the Village is doing its due diligence in order to be prepared to opt-in to retail sale of cannabis when the regulations have been finalized. Mayor J. Howe asked the Village Attorney what the length of time would be to amend the zone. K. Dow replied that it would be between a month and 2 months. Mayor J. Howe asked the Village Attorney if adding Retail Cannabis to the table of use would require a public hearing. K. Dow answered yes. Mayor J. Howe stated that he would like to have that completed by August.

C. Planning Board recommendation regarding the proposed concept of lodging at Tax Map ID: 66.13-2-58. Continue discussion. Tentatively review 2-3 possible options as written by Attorney K. Dow. Mayor J. Howe stated that the Board members had only received them that afternoon and recognized that it was a limited time for the Trustees to digest the information and that they were not acting on them at this meeting. He said that in the coming weeks he would like to have an informational meeting that was open to the public in order to inform them of the possible alternatives and receive input from the public. K. Dow referenced a legal case in order to show the specific conditions and parameters of the types of hotels that were to be allowed pursuant to a zoning change and how one municipality put limitations on what they were going to allow. He then briefly outlined 2 proposed alternatives. One being to create a definition of a boutique hotel which conforms to specific limitations, since the existing definition of a hotel does not have any description or size limitations, and then adding it to the SR. The other would be to identify targeted areas where the Board would want to allow for smaller accommodations and then create a zone entitled SP Plus which would be a blend of residential and other lodging facilities.

D. ADP Electronic Timesheets – Police Department. Deputy Police Chief J. Alessi expressed the CPD's desire to discontinue the use of paper time sheets as they are time consuming creates challenges for a part time police department. He outlined the procedure and the proposed costs of \$600 per year of switching to online timekeeping from provider ADP. He noted that option of time

clocks would be an additional cost. Mayor J. Howe commented that the current procedure is multi-stepped, involves several people, is inefficient, and wastes paper. He then asked if there was money in the CPD budget to cover the cost and Deputy Police Chief J. Alessi replied in the affirmative. J. Boehme asked if time keeping took place on phones or on computers. J. Alessi replied that it is done on both and that the electronic signatures will be more efficient. P. Minahan thanked J. Alessi for the amount of research that he put into finding an electronic timekeeping solution.

6. Resolution 40 of 2022 – Authorizing the Mayor to sign the electronic time and attendance services contract with ADP, quote #01-2022108777 1 dated April 12, 2022. So moved by M. Spock, seconded by P. Minahan. Approved by all.

Second Public Comment Period (limited to 15 minutes) - L. Locke asked to confirm that, regarding Public Hearing to change zoning, the option to not change the zoning is still on the table. Mayor J. Howe confirmed that it was. Mayor J. Howe mentioned that resident W. Coe raised valid points in the 1st Public Comment Period and that he was willing to sit down with the Fire Chiefs and W. Coe to discuss and outline their Hazardous Materials training and the resources available to the CFD.

Adjournment: Motion to adjourn by J. Boehme, seconded by K. Schassler. Approved by all at 7:53.

Executive Session: -To discuss the financial, or employment history of a particular person, and to discuss matters leading to the appointment, employment, or promotion of a particular person. Called to order at 7:55pm by Mayor J. Howe.

Adjournment: Motion to adjourn Executive Session by M. Spock, seconded by P. Minahan. Approved by all at 7:53pm.

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

**Respectfully submitted,
Sam G. Davis Jr.
Village Deputy Clerk
(Rev. 5/3/22)**