

VILLAGE OF CHATHAM, NEW YORK, BOARD OF TRUSTEES MEETING

TRACY MEMORIAL BUILDING

77 MAIN STREET, CHATHAM, NY 12037

MAY 9, 2022 7:00 PM EST

MINUTES

Present: Mayor J. Howe; Trustees P. Minahan, M. Spock, K. Schassler; Village Attorney K. Dow; Village Clerk D. Kelleher; Deputy Clerk S. Davis; Deputy Police Chief J. Alessi; Building and Codes Inspector E. Reis; Residents L. Locke, N. DeAmorim, M. and T. Carr.

Call to Order: 7:02pm by Mayor J. Howe with the Pledge of Allegiance.

First Public Comment (limited to 15 minutes): Mayor J. Howe announced that a Public Discussion will be held at the Chatham Firehouse on May 23, 2022 at 7pm to discuss the concept of a lodging facility at 66.13-2-58. There is no application at this point.

Reports of Commissioners and Committees:

Building Inspector: Erin Reis

Police Commissioner: Pete Minahan

Fire Commissioner: Trustee Melony Spock

Wastewater/Water Commissioner: Trustee Karyn Schassler

Streets & Snow Removal Commissioner: Trustee Jaimee Boehme

Approve Minutes of April 4, 2022 Special Board Meeting (Organizational Meeting). So moved by P. Minahan, seconded by M. Spock. Approved by all.

Approve Minutes of April 11, 2022 Board Meeting. So moved by M. Spock, seconded by P. Minahan. Approved by all.

Approve Minutes of April 14, 2022 Special Board Meeting with Budget Public Hearing. So moved by K. Schassler, seconded by P. Minahan. Approved by all.

Approve Minutes of April 25, 2022 Special Board Meeting - 2022/2023 Tax Warrant Approval and appointment of Treasurer, Trish DeLong. So moved by P. Minahan, seconded by M. Spock. Approved by all.

Approve the Budget to Actuals for April 2022. So moved by K. Schassler, seconded by M. Spock. Approved by all.

Approve Minutes of May 2, 2022 Special Board Meeting. So moved by P. Minahan, seconded by M. Spock. Approved by all.

Introduction of proposed "A Local Law to Amend the Village Code in Relation to Sidewalks". Public Hearing set for June 13, 2022 at 6:45pm.

New Business:

- **Resolution 44 of 2022** – To approve **Budget Line Transfers** according to the attached Schedule of Transfers dated May 9, 2022. So moved by P. Minahan, seconded by M. Spock. Approved by all.
- **Resolution 45 of 2022** – To approve **Reserves and Encumbrances Fiscal Year 2022/2023** per attached schedule dated May 9, 2022. So moved by M. Spock, seconded by K. Schassler. Approved by all.
- **Resolution 46 of 2022** – To approve the request, and authorize the **Chatham Post 42, American Legion** to conduct the annual **Memorial Day observances** in the Village on **Monday, May 30, 2022**. So moved by M. Spock, seconded by K. Schassler. Approved by all.

- **Resolution 47 of 2022** – To approve the request and authorize **CABA to hold the annual Summerfest** celebration on **Saturday, July 9, 2022**. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*
- **Resolution 48 of 2022** – To approve the temporary **suspension of the local open container law, for Summerfest** on Main Street from the traffic circle to the clock tower 11am-4pm, and in the municipal lot 11am-10pm, on Saturday, July 9, 2022. *Written request not submitted yet. Motion to table by P. Minahan, seconded by M. Spock. Approved by all.*
- **Resolution 49 of 2022** – To approve the use of the **Municipal Lot for CABA Summerfest** games and Live music on Saturday, **July 9, 2022 from 7am-9:00pm**. *So moved by P. Minahan, seconded by K. Schassler. Approved by all.*
- **Resolution 50 of 2022** – To approve the **closure of Main Street and Park Row** to thru traffic and parking from **7am-5:30pm** for **CABA Summerfest**, Saturday, **July 9, 2022**. *So moved by K. Schassler, seconded by P. Minahan. Approved by all.*
- **Resolution 51 of 2022** – To approve and install **pole banners** announcing the **Chatham Farmers and Makers Market** which will be held on **Friday evenings at Crellin Park**, and begin on Friday, May 20, 2022. *So moved by K. Schassler, seconded by P. Minahan. Approved by all.*
- **Resolution 52 of 2022** – To approve the purchase of **Utility Billing software MCSJ**, including an annual software subscription of \$2200 and a one-time implementation fee \$3200, totaling **\$5400, per Edmunds GovTech Quote #3445**. To be billed in the 2022-2023 budget year. *So moved by K. Schassler, seconded by M. Spock. Approved by all.*
- **Resolution 53 of 2022** – To appoint **Julie Wojick** as a member of the **Village Zoning Board**. *So moved by M. Spock, seconded by K. Schassler. Approved by all.*
- **Resolution 54 of 2022** – To approve a one-time **sewer relief** in the amount of **\$176.65** for **Michel Arnaud** at **52 Kinderhook Street**, due to a frozen pipe water leak in the kitchen and bathroom. *So moved by P. Minahan, seconded by K. Schassler. Approved by all.*
- **Resolution 55 of 2022** – To approve and accept **Robert Patterson Accounting Services** Proposal, dated May 4, 2022, for Village of Chatham for **fiscal year ending May 31, 2023**. *So moved by M. Spock, seconded by K. Schassler. Approved by all.*
- **Resolution 56 of 2022** – To amend the **Village of Chatham Sidewalk policy per proposed Local Law 5 of 2022**. *Proposed law was introduced, public hearing set, and resolution was tabled until after the public hearing.*
- **Resolution 57 of 2022** – To approve and accept the lowest bid which meets specifications, in the amount of **\$180,000.00** from **County Waste**, for the **Residential Refuse Collection and Disposal for the Village of Chatham**. *So moved by P. Minahan, seconded by M. Spock. The County Waste bid was the only bid submitted and it came in under the amount budgeted for the fiscal year 2022-2023. All approved.*

- **Resolution 58 of 2022** - To authorize the Mayor to sign a **2-year agreement** with **County Waste** in the amount of **\$180,000.00** for **Residential Refuse Collection and Disposal for the Village of Chatham** for the period of **July 1, 2022 – June 30, 2024**. *So moved by M. Spock, seconded by K. Schassler. Approved by all.*
- **Resolution 59 of 2022** - To approve a one-time **sewer relief** in the amount of **\$241.86** for **Joe Cerami at 11 Maiden Lane**, due to a broken exterior garden hose nozzle and due to a frozen pipe water leak into the basement. *So moved by P. Minahan, seconded by M. Spock. Approved by all.*
- **Resolution 60 of 2022** – To approve the **DPW purchase of a new 8 Ton Deckover Power Split Tilt trailer Model # 8CAM824DOSTT** in the amount of **\$16,011** from **Trailers, LLC., quote #26895**, dated May 4, 2022. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*
- **RESOLUTION 61 of 2022** - To authorize the Mayor to sign a letter of support for the **Columbia County Agricultural Society, Inc.** to hold the **Columbia County Fair** from 12:00pm, noon on August 31, 2022 through September 5, 2022. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*
- **RESOLUTION 62 of 2022** - To approve the request, and authorize the **Chatham Central School District** to conduct the **Graduation Day Parade** in the Village, immediately following the graduation ceremony on **Friday, June 24, 2022**. *So moved by K. Schassler, seconded by M. Spock. Approved by all.*
- **RESOLUTION 63 of 2022** – To authorize the **CPD** purchase of **two (2) additional** body cameras from Motorola (Watchguard), at \$49 per month, based on price per unit in attached quote “Chatham PD (6) V300 PaaS Quote ID# WRM-0069-02”, dated 04/08/21, **totaling \$1,176.00**. *So moved by P. Minahan, seconded by K. Schassler. Approved by all.*
- **RESOLUTION 64 of 2022** – To authorize the purchase of **overhead doors from Madsen Overhead Doors** in the amount of **\$11,328.00**, per estimate # 18099, dated February 2, 2022. *So moved by M. Spock, seconded by K. Schassler. Approved by all.*
- **RESOLUTION 65 of 2022** – To authorize Columbia County Agricultural Society to conduct the annual **Firefighters Parade on Saturday, September 3, 2022**. *So moved by K. Schassler, seconded by M. Spock. Approved by all.*
- **RESOLUTION 66 of 2022** – To authorize Columbia County Agricultural Society to **utilize the grass along Hudson Avenue for the parking** of vehicles during the Columbia County Fair 2022. *So moved by M. Spock, seconded by K. Schassler. Approved by all.*

Items for Discussion:

Workshops to streamline Planning and Zoning Boards procedures - Mayor Howe would like the Planning and Zoning Members, Secretaries, K. Dow, and E. Reis to participate in public workshop to improve the planning and zoning process.

Proposed Zoning Change Route 203 Parcel Tax map #66.13-2-58.

Cannabis Retail Sale Opt-in status. Mayor Howe would like to move this by August, if not before.

Tennis Courts – need resurfacing. Estimate about \$22K.

Second Public Comment Period (limited to 15 minutes): *Resident N. De Amorim points out that the lighting on Main Street is too dim. Mayor Howe will have the DPW try a different bulb. Resident N. De Amorim also asks if there is anything that can be done by the Village to clean up properties on Spring Street. Mayor Howe replies that the Village can act on it to the best of their ability if there is a safety concern, a code violation, and a complaint.*

Executive Session: none.

Adjournment: *Motion to adjourn by M. Spock, seconded by P. Minahan. Approved by all at 8:14pm.*

Next meeting: June 13, 2022 7:00pm

(rev.07/9/22)

Respectfully submitted,
Desiree Kelleher
Village Clerk
July 9, 2022

RESERVES 2022/2023
May 9, 2022

\$20,547.19	From the donation line for the Tracy Project
\$20,000.00	From the Fire Buildings Line
\$105,500+/-	For the Tracy Renovation Payments
\$250,000+/-	For the Fire Truck Payments
\$100,000+/-	For the DPW Pavement rehabilitation

ENCUMBRANCES 2022/2023

\$10,000	Final payment for the new fire truck held back for incomplete project (Premier) FD Equipment
\$4,215.21	Payment of Radios for the new FD Chief's Vehicle (Motorola) FD Equipment
\$892.49	Final payment for the upfitting of the FD Chief's Vehicle (Redlyne) FD Equipment
\$1,400.00	Payment for lettering vehicle (NextGen) FD Equipment
\$450.00	Payment for lettering vehicle (Matt Signs) PD Equipment
\$37,072.50	Payment for the PD Chief Vehicle PD Equipment
\$2,107.61	Payment for Radios for new PD Chief's Vehicle (Motorola) PD Equipment
\$8,941.81	Upfitting for the PD Chief Vehicle (Redlyne) PD Equipment
\$28.62	PD Car Supplies (MES) PD Equipment
\$1,275.83	Ammo (Duty/Bear Rubber/Target) PD Supplies & Materials
\$51,300.00	DPW Truck (R.C. Lacy)
\$1675.00	Payment for Police Radar Unit (Stalker) PD Equipment
\$1176.00	2 additional Motorola body cameras PD Equipment

PD Total Encumbrances Equipment - \$51451.54

PD Total Encumbrances Ammo - \$1,275.83

FD Total Encumbrances - \$16,507.70

DPW Total Encumbrance - \$51,300.00

Rev. 5/9/22

**BUDGET LINE TRANSFERS
MAY 9, 2022 BOT MEETING**

Transfer from Account 80104.01 (Zoning Training) to 36204.01 (Safety Contractual) \$250

Transfer from Account 13254.01 (Treasurer Training) to 13254.01 (Treasurer Contract) \$123.61

Transfer from Account 19904.01 (Contingency) to 51824.01 (Street Lighting) \$13,250

Transfer from Account 19904.01 (Contingency) to 16204.01 (Building Fuel Oil) \$3,506.53

Transfer from Account 16204.01 (Clocktower) to 16204.01 (Building Electric) \$1,545.93

Transfer from Account 16204.01 (Clocktower) to 14104.01 (Clerk Contractual) \$2,000

Transfer from Account 14504.01 (Election Contractual) to 14104.01 (Clerk Contractual) \$1,000

Transfer from Account 14504.01 (Election Contractual) to 16204.01 (Building Repair) \$2,891.50

Transfer from Account 34104.01 (FD Mileage) to 34101 (FD Electric) \$500

Transfer from Account 34104.01 (FD Contractual) to 34104.01 (FD Electric) \$500

Transfer from Account 34104.01 (FD Contractual) to 34104.01 (FD Fuel Oil) \$2,000

Transfer from Account 14504.01 (Election Contractual) to 10104.01 (Legislative Training)
\$645.43

Transfer from Account 83402.12 (Transmission/Distribution EQ) to 14204.12 (Attorney)
\$1,240.34