

# BOARD OF TRUSTEES MEETING

November 13, 2023; 7:00pm

## MINUTES

**Call to Order:** 7pm by Mayor Howe, with Pledge of Allegiance.

**Present:** Mayor J. Howe, Trustees K. Schassler, M. Spock, P. Minahan, R. O'Mara-Garcia; Clerk D. Kelleher; Dep Clerk S. Davis, Jr.; Treasurer P. Delong; Town of Chatham liaison V. Pitkin; CFD Chief P. Rideout; Code Enforcement Officer E. Reis; Accountant R. Patterson; DPW Foreman P. Genovese; Village Attorney K. Dow; CPD A. Chief J. Alessi. North Pole and CFD representatives Paul and Kathy Pratt.

**First Public Comment (limited to 15 minutes):** No comments.

### **Departments and Committees Reports:**

>Building Department: Building Inspector, Erin Reis, presented her report.

>Police Department: Police Commissioner Pete Minahan; Acting Chief J. Alessi presented his report. Alessi has submitted applications for several grants. For 2024, the CPD STOP DWI program was awarded an additional \$6K in funding. Mayor Howe added that the Police Department placed several signs in crosswalks and they are effective in bringing awareness and attention to the crosswalks. The signs have slowed drivers down. P. Genovese is researching LED lights for crosswalks. The DOT inspected the timing of the traffic light at Routes 66 and 203 to make sure it is according to State DOT standards.

>Fire Department: Fire Commissioner Melony Spock; Chief P. Rideout presented the CFD report. The CFD held the annual EVOC drill which involves the drivers maneuvering fire trucks through an obstacle course to practice skills. The Fire truck fleet has been inspected by the Chief and is ready for the winter. CFD is still waiting for 4 sets of gear to be re-delivered.

>DPW: Wastewater/Water Commissioner Ralph O'Mara-Garcia, Streets & Snow Removal Commissioner Karyn Schassler. Foreman P. Genovese presented his report. The DPW has been working on many things including leaves, storm drains, winterizing hydrants, winterizing buildings, and hanging holiday decorations. Their newest hire, John Wallin, is doing a great job. Genovese looking into the New York Main Street Renewal program for possible grants. He reported that he will be sharing water/sewer infrastructure information to eliminate any potential issues during the Rail Trail construction.

**Approve Minutes of October 16, 2023**, with amended resolution 137 of 2023 to read "To authorize the DPW to fill the **Laborer position** at a union contract rate of **\$18.80 per hour**". So moved by K. Schassler, seconded by P. Minahan. Approved by all.

**Approve the October 2023 Budget to Actuals.** So moved by M. Spock, seconded by R. O'Mara-Garcia. Approved by all.

## **NEW BUSINESS:**

**Resolution 139 of 2023** – To authorize the DPW to hang CABA Winterfest Banners. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

**Resolution 140 of 2023** – To authorize CABA for use of the front steps of the Tracy (or use of the Tracy lobby if it rains), for a December 9<sup>th</sup> Winterfest performance by Mac-Hayden Theatre singers from approximately 1:30pm to 3:30pm. *So moved by M. Spock, seconded by R. O'Mara-Garcia. Approved by all.*

**Resolution 141 of 2023** – To authorize the Wild Cats Football Booster Club use of the Tracy, once a month, for evening board meetings in the conference room. (Application, with Certificate of Liability Insurance, has been received). *So moved by R. O'Mara-Garcia, seconded by M. Spock. Approved by all.*

**Resolution 142 of 2023** – To authorize Our Community Cares to use of the Tracy, once a month, for evening board meetings in the conference room, beginning Dec.5, 2023 at 6pm. (Application, with Certificate of Liability Insurance, has been received). *So moved by R. O'Mara-Garcia, seconded by M. Spock. Approved by all.*

**Resolution 143 of 2023** – To authorize the DPW to purchase one (1) new Outdoor Caterpillar Model D150GC Diesel Emergency Packaged Generator Set from Milton CAT, in the amount \$52,400.00, and a 20-200 KW Diesel Customer Value Agreement (CVA) in the amount \$1250, to **TOTAL \$53,650**, per quote # 23-109691 dated 10/16/23 to replace the Brookside Ave Sewer Plant generator, which was destroyed by catastrophic failure in the power outage on September 7, 2023. *So moved by K. Schassler, seconded by M. Spock. Approved by all.*

**Resolution 144 of 2023** – To authorize the CPD to hire Scott Hosier as a Police Officer at a rate of \$22.50 per hour, per union contract, effective immediately. *So moved by P. Minahan, seconded by R. O'Mara-Garcia. Approved by all.*

**Resolution 145 of 2023** - To approve the use of Waterline Replacement Reserve Funds to cover payment of Hudson Avenue Water Main project invoices which were submitted/paid in September/October 2023 for a total amount of \$6,059.78, which were applied to Budget Line 83402 (Transmission Equipment) and is reflected as item "C" on the October Budget to Actual. *So moved by K. Schassler, seconded by P. Minahan. Approved by all.*

**Resolution 146 of 2023** – To adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, for use by all officers in legally disposing of valueless records listed therein. In accordance with

Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods. *So moved by K. Schassler, seconded by P. Minahan. Approved by all.*

**Resolution 147 of 2023** – To approve, and authorize the Mayor to sign the **CDPHP New York State Small Group Recertification for Dental insurance January 1, 2024 through December 31, 2024**. *So moved by M. Spock. Clerk D. Kelleher explained that Delta Dental is provided through CDPHP, and the Village employees currently have dental insurance through CDPHP/Delta Dental. Small Group recertification is done annually, and it is a document on which the Village attests to being a small group, therefore eligible for certain insurance coverage. The motion was seconded by R. O’Mara-Garcia, and approved by all.*

**Resolution 148 of 2023** – To approve, and authorize the Mayor to sign the **MVP New York State Small Group Recertification for Medical health insurance January 1, 2024 through December 31, 2024**. *So moved by M. Spock, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 149 of 2023** - To approve the **renewal of the MVP Liberty Silver 3 EPO Medical health** insurance plan **effective January 1, 2024** at an increase of approximately 9.3% from last year. *So moved by M. Spock. The DPW union contract provides that the Village must offer health insurance plan with benefits that are no less than what they currently have. Renewal of the plan satisfies that. The motion was seconded by P. Minahan. Approved by all.*

**Resolution 150 of 2023** - To approve an **additional Medical health** insurance option **CDPHP Silver HDEPO 320 HDEPO HSA Qualified** plan **effective January 1, 2024** at a 3.7% increase in premium from last year. *So moved by R. O’Mara-Garcia. Mayor Howe explained that this Medical insurance plan is being offered as an option for an employee. Employee would select which medical plan works best for them and their own situation. The motion was seconded by P. Minahan, and approved by all.*

**Resolution 151 of 2023** - To approve the **renewal of the CDPHP/Delta Dental** insurance plan effective January 1, 2024, with no change in benefits, and no increase in premium from last year. *So moved by K. Schassler, seconded by M. Spock. Approved by all.*

**Resolution 152 of 2023** - To authorize the Mayor to sign a renewal “Agreement For Administrative Services” (**Health Reimbursement Account**) between **Brown and Brown** Insurance and the Village of Chatham, for the term of January 1, 2024 to December 31, 2024. *So moved by M. Spock, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 153 of 2023** – To transfer **\$300** from Budget Line 14104 (Village Clerk Training) to Budget Line 36204 (Safety Inspection CE) to cover Building Dept **Microsoft Office 365 license**. *So moved by K. Schassler, seconded by M. Spock. Approved by all.*

**Resolution 154 of 2023** – To authorize the CPD to purchase eighteen (18) **bulletproof vests** from \_\_\_\_\_, per Q# \_\_\_\_\_, in the total amount of \_\_\_\_\_.

*Tabled until next month. According to A. Chief Alessi, these vests cost approximately \$18K. He is waiting to hear back from PERMA regarding a grant. The PERMA grant, plus 2 other grants will cover the cost of the vests almost entirely.*

**Resolution 155 of 2023** – To adopt the “**Resolution Exempting Certain CCPB Referrals Mandated by NYS General Municipal Law Section 239-m**”, as revised by the Columbia County Planning Board, 2023. *So moved by M. Spock, seconded by P. Minahan. Approved by all.*

**Resolution 156 of 2023** - To approve and authorize the DPW to hire **John Wallin** as a **part-time Laborer** at a union contract rate of **\$18.80 per hour, effective hire date 10/30/23**. *So moved by K. Schassler, seconded by M. Spock. Approved by all.*

**Resolution 157 of 2023** – To approve, and authorize the Mayor to sign the **Professional Services Agreement** between the Village of Chatham and **LaBella Associates, DPC** for services related to the **Wastewater Treatment Plant Disinfection** construction project, dated November 13, 2023. *So moved by M. Spock, seconded by K. Schassler. Approved by all.*

**Resolution 158 of 2023** – To approve, and authorize the Mayor to sign the **Village of Chatham Wastewater Treatment Plant UV Replacement Scope and Fee Proposal**, dated November 8, 2023, giving **Notice to proceed**. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. Approved by all.*

**Resolution 159 of 2023** – To authorize the Village Clerk to **advertise the Wastewater Treatment Plant UV Replacement Project** and **solicit construction bids**. *So moved by M. Spock, seconded by K. Schassler. Approved by all.*

**Items for Discussion:**

- a. Letter from resident, Ann Sublett, pertaining to **pedestrian safety in crosswalks**.

*Mayor Howe summarized the letter which indicated that she and her child have almost been hit in crosswalks on numerous occasions. Other residents have reached out about similar concerns. Mayor Howe noted that the new signs in the crosswalks have already improved awareness, and he hopes that both pedestrians and drivers will continue to use caution for the safety of all, while traveling in the Village.*

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

- Paul and Kathy Pratt** passed along some information on behalf of the **Chatham Fire Department, and the North Pole**. The following information will also be posted on the CFD, the Town of Chatham, Town of Ghent, and the Village webpage and social media.
- The CFD will be distributing informational flyers on Saturday, Nov. 18, to residents, churches, and establishments regarding their **Toy Drive**. The CFD will be driving around and **collecting toys on Saturday, Dec. 2**. They will begin collecting toys at 9am and will follow a route indicated on a map on the back of the flyer.
- Toy collection boxes**, for new/unwrapped toys, will be at **Chatham Hardware** and the **Tracy Memorial**.
- Santa's mailbox** will be at the **Village Gazebo on Dec.1**, with Santa and Mrs. Claus. While at the gazebo, Santa and Mrs. Claus will be handing out **Golden Tickets** for admittance as a guest to a Pancake Dinner with Santa and Mrs. Claus which will be held on Dec. 16, 4pm – 8pm, Chatham Fire Department, Hoffman Street, Chatham, NY.
- Dec. 16 Pancake Dinner with Santa, 4pm-8pm, at the Chatham Fire Department (Hoffman St)** - Children will enjoy pancakes with toppings, a hot cocoa bar, hot cider, time with Santa, and they will receive a gift from Santa.

**Vance Pitkin** expressed his thanks to the Village Board members and let them know what a pleasure it has been working with the Village Board, and serving as the Town of Chatham Councilman liaison to the Village for so many years. This will be one of the many things about his job that he will miss. Mayor Howe thanked Vance Pitkin for his service and participation as a Village team player. He stressed that the connection and relationship between the Town and the Village has grown in a positive direction through the time and effort put forth by Vance, and he once again thanked him for all he has done for both municipalities. Trustee Melony Spock also thanked Vance for all he has done, for being a terrific team player, and for very often approaching the Village with a matter before the Village had even thought it. She has enjoyed working with him, and was disappointed to learn that he would not be continuing in the position, because he has really done a great job. Vance thanked all again, and assured the Village Board that the good relationship will continue as Supervisor Donal Collins has been great about that.

**Village IT update by CPD A. Chief J. Alessi** – MIS will be making some changes to software...some changes will cost less, some will cost more. Security software is going end of life, and the new software will be approximately \$130 more. We will be tightening up some of the services provided by County MIS shared services to ensure

*that if there were to be a major breach that the Village would be less exposed going forward and we have a little more control over what the Clerks see as far as verification of completed backups. Mayor Howe would like to make sure that the DPW, Building Dept, and Treasurer's Offices are also included so that their data is also protected. J. Alessi stated that the MIS software changes affect all of the computers that MIS currently manages.*

**Executive Session:** For discussion of proposed, pending, or current litigation.

*Motion to enter Executive Session by P. Minahan, seconded by M. Spock. Approved by all at 7:54pm. Motion to leave Executive Session by R. O'Mara-Garcia, seconded by M. Spock. Approved by all at 8:46pm.*

**Adjournment:** *Motion to adjourn by R. O'Mara-Garcia, seconded by M. Spock. Approved by all at 8:46pm.*

**Next meeting: December 11, 2023 7:00pm**

*(rev.11/25/23)*

Respectfully submitted,  
Desiree Kelleher, Village Clerk  
November 25, 2023

Meeting Place

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