

Board of Trustees Meeting

May 13, 2024; 7:00pm

MINUTES

Present: Mayor J. Howe; Members P. Minahan, M. Spock, K. Schassler, M. Spock; Village Clerk D. Kelleher; Deputy Clerk S. Davis; Village Treasurer P. DeLong; CPD Acting Chief J. Alessi; CFD Chief P. Rideout; Village Attorney K. Dow; Town of Chatham Supervisor D. Collins; Resident G. Cirone; Attorney J. Kleinbaum; J. Reed. **Not Present:** Code Enforcement Officer E. Reis

Call to Order (Regular Meeting): 7:00 p.m. by Mayor J. Howe

First Public Comment (limited to 15 minutes): Attorney J. Kleinbaum spoke to the board on behalf of his client, R. Coppinger who owns 2211 State Rte. 66, regarding a water shut-off for non-payment of the water charges for the 1st quarter of 2024. Attorney J. Kleinbaum stated the bill was exorbitantly high and that there was no way that amount of water had been used. He also claimed there had been no leak at the premises. Mayor J. Howe thanked Attorney J. Kleinbaum and stated that the village would refer the matter to Village Attorney K. Dow. Plumber J. Reed stated that he had replaced a leaking water heater for R. Coppinger around that time. He stated that he did not think that the leak would have correlated to the amount of water for which the Village billed. Chatham Town Supervisor D. Collins stated that he was at the meeting to let the Board know that the proposed agreement between the Chatham Police Department and the Town of Chatham would be delayed due to the need for NYMIR to clarify certain language in the agreement.

Department Reports:

- Building Department: Building Inspector, Erin Reis. Report read by D. Kelleher.
- Police Department: Acting Chief J. Alessi; Police Commissioner Pete Minahan. Report read by J. Alessi.
- Fire Department: Chief P. Rideout; Fire Commissioner Melony Spock. Report read by Chief P. Rideout.
- DPW: Foreman P. Genovese; Wastewater/Water Commissioner Ralph O'Mara-Garcia; Streets & Snow Removal Commissioner Karyn Schassler. No report submitted by the DPW this month. Mayor J. Howe gave an overview of the tasks that the DPW had undertaken during the month, per his conversation with DPW Working Foreman, P. Genovese which included addressing the on-going sewer smell, the upcoming UV Project, and preparation for the upcoming water line replacement project.

Approve Minutes: April 8, 2024 Organizational Meeting. Motion to approve made by K. Schassler, seconded by M. Spock, approved by all.

Approve Minutes: April 8, 2024 Regular Meeting. Motion to approve made by K. Schassler, seconded by M. Spock, approved by all.

Approve Minutes: April 24, 2024 Special Meeting Tax Warrant Approval. Motion to approve made by K. Schassler, seconded by M. Spock, approved by all.

Approve Budget to Actuals: April 2024 Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.

NEW BUSINESS:

Resolution 67 of 2024- To authorize the **Chatham Post 42 American Legion** to conduct the annual **Memorial Day** observances in the Village on Monday, May 27, 2024. *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

Resolution 68 of 2024 – To approve and accept **Robert Patterson Accounting Services** proposal dated May 11, 2024, in the total amount of **\$19,800**, to be invoiced in increments of \$1,650 for 12 months, for the period **June 1, 2024-May 31, 2025**. *Mayor J. Howe noted that the Village accountant has not raised his rates. Motion to approve made by P. Minahan, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 69 of 2024 - To authorize the Mayor to sign the **Summerfest event Hold Harmless Agreement (HHA)**, dated April 10, 2024, between the Village of Chatham and **CABA**. *Motion to approve made by M. Spock, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 70 of 2024 – 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 Wednesday, August 28, 2024 through Labor Day, Monday, September 2, 2024**. *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

Resolution 71 of 2024 - To authorize the Columbia County **Agricultural Society** to **utilize the grass** along Hudson Avenue for the parking of vehicles during the **Columbia County Fair 2024**. *Motion to approve made by R. O'Mara-Garcia, seconded by P. Minahan, approved by all.*

Resolution 72 of 2024 – To authorize the Columbia County **Agricultural Society** to conduct the annual **Firefighter's Parade on Saturday, August 31, 2024**. *Motion to approve made by P. Minahan, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 73 of 2024 – To authorize the **Chatham Central School District** to hold the **2024 Graduation Parade** in the Village, at **approximately 8pm**, immediately following the graduation ceremony on **Wednesday, June 26, 2024**. *Motion to approve made by R. O'Mara-Garcia, seconded by M. Spock, approved by all.*

Resolution 74 of 2024 – To approve the January 5, 2024 request by **Chatham Rural Cemetery Association, Inc.** for **\$3000** financial support, and utilize budget line **(88104) Rural Cemetery**, of the **FY 2024-2025 Budget**. *Motion to approve made by R. O'Mara-Garcia, seconded by K. Schassler, approved by all.*

Resolution 75 of 2024 – To authorize a one-time **sewer relief** in the amount of **\$335.72** for **Grace Anderson at 166 Hudson Avenue**. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 76 of 2024 – To approve the sewer relief request made by **Loring McAlpin** for **50 Center Street**, account # 3331-0, to **NOT be billed for SEWER** as the existing house was removed in 2018, and currently the **water is used only for a large outdoor garden area**, and there is not a bathroom or sink in the remaining garage. *Motion to approve, contingent on an inspection and recommendation by P. Genovese (DPW) as to status of sewer connection, and whether the property is no longer capable of generating sewage into the Village system made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 77 of 2024 – To authorize the **Columbia County Volunteer Firefighter Association (CCVFA)** to route the Volunteers Firefighter’s Convention **Parade through the Village on Saturday, July 25, 2026**, per the April 18, 2024 written request made by Timothy Trowbridge, Chairperson, CCVFA Board of Directors/President 2025-2026. *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

Resolution 78 of 2024 - To authorize the promotion of Officer **Joseph Favorito** to **Sergeant**, at a Union contract rate of **\$27.54/hr**, effective **May 13, 2024**. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 79 of 2024 – To approve the purchase of **lockers** for the **police department** in the amount of **\$4,466.42**, per quote # LK-690307-1 from **Salsbury Industries**, dated 04/26/2024. *Motion to approve made by M. Spock, seconded by R. O’Mara-Garcia, approved by all.*

Budget Amendments:

Resolution 80 of 2024 - To Amend the FY 2023-2024 Budget to Reflect an increase in the **medical benefits line**. *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

WHEREAS, due to unanticipated higher than anticipated increases in healthcare costs, increase in HRA claims and new employees taking coverage,

WHEREAS, pursuant to Village Law section 5-520, appropriation of the necessary funds may be made by transferring available funds from the unappropriated fund balance if the general fund and such unappropriated fund balance contains sufficient funds for such appropriation and transfer;

NOW, THEREFORE BE IT RESOLVED, that the FY 2023-2024 Village of Chatham General Fund budget is hereby amended and modified as follows:

- Revenue line 914 (Assigned Appropriated Fund Balance) is increased by seventeen thousand two hundred dollars (**\$17,200.00**)
- Appropriation to expense line 90608 (Medical Benefits) is increased by seventeen thousand two hundred dollars (\$17,200.00)
- Budget line 917.01 (unappropriated unreserved fund balance) is reduced by seventeen thousand two hundred dollars (\$17,200.00)
- All necessary sums and totals of budgeted appropriations and revenues shall be adjusted accordingly.

Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.

Resolution 81 of 2024 - To Amend the FY 2023-2024 Budget to Reflect an increase in the **street lighting line**.

WHEREAS, due to the unanticipated cost of the installation of energy efficient street lighting,
WHEREAS, pursuant to Village Law section 5-520, appropriation of the necessary funds may be made by transferring available funds from the unappropriated fund balance if the general fund and such unappropriated fund balance contains sufficient funds for such appropriation and transfer;

NOW, THEREFORE BE IT RESOLVED, that the FY 2023-2024 Village of Chatham General Fund budget is hereby amended and modified as follows:

- Revenue line 914 (Assigned Appropriated Fund Balance) is increased by eight thousand three hundred and forty dollars **(\$8,340.00)**
- Appropriation to expense line 51824 (Street Lighting) is increased by eight thousand three hundred and forty dollars (\$8,340.00)
- Budget line 917.01 (unappropriated unreserved fund balance) is reduced by eight thousand three hundred and forty dollars (\$8,340.00)
- All necessary sums and totals of budgeted appropriations and revenues shall be adjusted accordingly.

Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.

Resolution 82 of 2024 - To Amend the FY 2023-2024 Budget to reflect an increase in the **water fund social security line**.

WHEREAS, due to the line not being budgeted in the fiscal year,
WHEREAS, pursuant to Village Law section 5-520, appropriation of the necessary funds may be made by transferring available funds from the unappropriated fund balance if the general fund and such unappropriated fund balance contains sufficient funds for such appropriation and transfer;

NOW, THEREFORE BE IT RESOLVED, that the FY 2023-2024 Village of Chatham Water Fund budget is hereby amended and modified as follows:

- Revenue line (Assigned Appropriated Fund Balance) is increased by ten thousand **(\$10,000.00)**
- Appropriation to expense line 90308.12 (Social Security) is increased by ten thousand (\$10,000.00)
- Budget line 917.12 (unappropriated unreserved fund balance) is reduced by ten thousand (\$10,000.00)
- All necessary sums and totals of budgeted appropriations and revenues shall be adjusted accordingly.

Motion to approve made by P. Minahan, seconded by K. Schassler, approved by all.

Resolution 83 of 2024 - To Amend the FY 2023-2024 Budget to reflect an increase in the **sewer fund social security line**.

WHEREAS, due to the line not being budgeted in the fiscal year,
WHEREAS, pursuant to Village Law section 5-520, appropriation of the necessary funds may be made by transferring available funds from the unappropriated fund balance if the general fund and such unappropriated fund balance contains sufficient funds for such appropriation and transfer;

NOW, THEREFORE BE IT RESOLVED, that the FY 2023-2024 Village of Chatham Sewer Fund budget is hereby amended and modified as follows:

- Revenue line (Assigned Appropriated Fund Balance) is increased by seven thousand (**\$7,000.00**)
- Appropriation to expense line 90308.13 (Social Security) is increased by seven thousand (\$7,000.00)
- Budget line 917.13 (unappropriated unreserved fund balance) is reduced by seven thousand (\$7,000.00)
- All necessary sums and totals of budgeted appropriations and revenues shall be adjusted accordingly.

Motion to approve made by R. O'Mara-Garcia, seconded by P. Minahan, approved by all.

Use of Reserve Funds:

Resolution 84 of 2024 - To approve the use of funds in the **Hudson and Houseman Avenue Water Main Reserve Fund** in the amount of **\$33,989.54** to cover invoices for **services and purchases** made in March, April, and May which were applied to the Village Budget line 83402 (Transmission Equipment). *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

Resolution 85 of 2024 - To approve the use of **Wastewater Treatment Plant UV Disinfection Reserve Funds** in the amount of **\$1675.05** to cover **Bid publications** and **Engineering invoice** paid in April and applied to Village to Budget Line 81302 (Treatment Equipment). *Motion to approve made by R. O'Mara-Garcia, seconded by P. Minahan, approved by all.*

Budget Line Transfers:

Resolution 86 of 2024 - to approve the transfer of funds in the amount of **\$2,000** from line 34104.01 Fire Building R&M to **34104.01 Fire Fuel Oil**, due to an increase in the cost of **heating fuel prices**. *Motion to approve made by M. Spock, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 87 of 2024 - to approve the transfer of funds in the amount of **\$19,273.00** from line 3389.01 State Aid and Public Safety to **31201.01 Police Salaries**, for the NYS reimbursement of salaries for **special detail patrols**. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 88 of 2024 - to approve the transfer of funds in the amount of **\$14,577.00** from line 32260.01 Police Services to **31201.01 Police Salaries**, for reimbursement of salaries for police salaries paid for **Fair and Court coverage**. *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

Resolution 89 of 2024 - to approve the transfer of funds in the amount of **\$2,250.00** from line 31204.01 Body Armor Program to **31202.01 Police Equipment**, for purchases of police equipment including **police body armor**. *Motion to approve made by M. Spock, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 90 of 2024 - to approve the transfer of funds in the amount of **\$3,000.00** from line 31204.01 Police Child Seat Grant to **31202.01 Police Equipment**, for purchases of police equipment including **police body armor**. *Motion to approve made by P. Minahan, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 91 of 2024 - to approve the transfer of funds in the amount of **\$2,100.00** from line 31204.01 Police Telephone/Internet to **31204.01 Police Training/Education**, due to **training of new hires and mandatory increased training for the department**. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 92 of 2024 - to approve the transfer of funds in the amount of **\$500.00** from line 31204.01 Police Heating Fuel to **31204.01 Police Supplies and Materials**, due to increased **supplies for the department**. *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

Resolution 93 of 2024 - to approve the transfer of funds in the amount of **\$500.00** from line 31204.01 Police Vehicle Maintenance to **31204.01 Police Clothing Allowance**, due to contract changes to the **payable allowance**. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 94 of 2024 - to approve the transfer of funds in the amount of **\$5,000.00** from line 51422.01 Snow Removal Equipment **and** the amount of **\$500.00** from line 51424.01 Snow Removal Motor Fuel for a total of **\$5,500** to **51424.01 Snow Removal Contractual**, due to **increased prices in salt**. *Motion to approve made by R. O'Mara-Garcia, seconded by P. Minahan, approved by all.*

Resolution 95 of 2024 - to approve the transfer of funds in the amount of **\$5,000.00** from line 83204.12 Source Power Electric to **83404.12 Transmission Equipment**, due to costs associated with the purchase of the **iHydrant**. *Motion to approve made by R. O'Mara-Garcia, seconded by P. Minahan, approved by all.*

Resolution 96 of 2024 - to approve the transfer of funds in the amount of **\$3,300.50** from line 83204.12 Source Power Electric to **97387.12 EFC Reservoir Interest**, due to the incorrect reading of the **bond spreadsheet**. *Motion to approve made by M. Spock, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 97 of 2024 - to approve the transfer of funds in the amount of **\$3,450** from line 81304.13 Treatment Contractual to **97366.13 EFC Principal**, due to the incorrect reading of the **bond spreadsheet**. *Motion to approve made by P. Minahan, seconded by M. Spock, approved by all.*

Encumbrances:

Resolution 98 of 2024 - to approve the **encumbrance** of funds in the amount of **\$1,237.95** from the General Fund expenditure line **31204.01 Police Training/Education for ammo**. *J. Alessi noted that this was due to delayed lead-time delivery. Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 99 of 2024 - to approve the **encumbrance** of funds in the amount of **\$4,465.65** from the General Fund expenditure line **31202.01 Police Equipment for radios, battery, antenna and replacement taser**. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 100 of 2024 - to approve the **encumbrance** of funds in the amount of **\$451.19** from the General Fund expenditure line **31204.01 Police Maintenance for crosswalk sign replacement**. *This resolution is dropped – \$451.19 charge has been paid via reimbursement.*

Resolution 101 of 2024 - to approve the **encumbrance** of funds in the amount of **\$11,420.00** from the General Fund expenditure line **(16204) Buildings CE R&M** for interior **painting at the Tracy Memorial Village Hall Building**. *Motion to approve made by M. Spock, seconded by R. O'Mara-Garcia, approved by all.*

Resolution 102 of 2024 - to approve the **encumbrance** of funds in the amount of **\$4,466.42** from the General Fund expenditure line **(31202) Police Equipment** for the purchase of **lockers** for the CPD. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 103 of 2024 – To approve and accept the lowest bid which meets specifications submitted on May 8, 2024 by **County Waste** in the total amount of **\$265,568 for a 2-year period, July 1, 2024 – June 30, 2026**; the **first year** amount of **\$130,500**, the **second year** amount of **\$135,068**. *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

Resolution 104 of 2024 - To authorize the Mayor to sign a **2-year agreement** with **County Waste** in the amount of **\$265,568 Residential Refuse Collection and Disposal for the Village of Chatham** for the period of **July 1, 2024 – June 30, 2026**. *Motion to approve made by R. O'Mara-Garcia, seconded by P. Minahan, approved by all.*

Resolution 105 of 2024 – To authorize the DPW to Mill and Pave both Jones Avenue and Maiden Lane for a total amount **\$66,000**, per A. Colarusso quote dated April 4, 2024 (OGS # PC69976). *Motion to approve made by M. Spock, seconded by P. Minahan, approved by all.*

--Introduction of Proposed Local Law of 2024:

Pending draft from K. Dow "Use of Tobacco on/in Village owned property".

(Set public hearing for June 10, 2024; 6:45pm) *Draft not yet introduced, but Mayor J. Howe gave a brief overview of the concept.*

Items for discussion or mention:

- a. FYI: Next KISS Program dates 6/17/24-6/28/24. (Refer to attached Shredding guidelines).
General discussion regarding the popularity of this program.
- b. LaBella – 2nd Water Source. *Mayor J. Howe updated the Board regarding the status of the search for a location for the 2nd water source. He stated that LaBella had determined multiple locations might be viable, but that the location on Shore Road is probably the most viable.*

Second Public Comment Period (limited to 15 minutes): *D. Collins notified the Board of the potential for a Bus Route between Chatham and Hudson. Mayor J. Howe stated that he felt this was a great idea, noting that there are many who do not have the means who could benefit from this service.*

Executive Session: For discussion of potential, proposed, pending or current litigation. *Motion to enter into Executive Session made by M. Spock, seconded by P. Minahan, approved by all at 8:00 p.m. Motion to exit Executive Session made by M. Spock, seconded by R. O'Mara-Garcia, approved by all at 8:40 p.m.*

Adjournment: *Motion to adjourn made by M. Spock, seconded by R. O'Mara-Garcia, approved by all at 8:40 p.m*

Next regular meeting: *June 10, 2024; 7:00pm.*

Meeting Place: *Tracy Memorial Village Hall, 77 Main Street, Chatham, NY 12037*

Respectfully submitted,
Sam G. Davis Jr., Deputy Clerk