

VILLAGE OF CHATHAM, NEW YORK  
BOARD OF TRUSTEES MEETING  
TRACY MEMORIAL BUILDING  
MAY 13, 2019  
7:00 PM EST

MINUTES

**Call to Order at 7:00 p.m.**

**Present:** Mayor J. Howe; Trustees L. Packet; J. Boehme; M. Spock; Village Clerk D. Meyers; Building Inspector E. Reis; Deputy Police Chief J. Alessi; Working DPW Foreman P. Genovese; Assist. Fire Chief P. Pratt; Newspaper Reporter E. Teasdale; Residents M. Howe; L. Korda; C. Bruneau; J. Russell; W. Westover; F. Iaconetti; S. Piazza; J. Cerami; D. Byrum; T. Conti. Absent P. Minahan.

**First Public Comment (limited to 15 minutes):** T. Conti coordinating a church dinner. Asking if the Board is involved and needs to approve or coordinate the same for the 150<sup>th</sup> Celebration Fundraising. J. Howe stating that the Board and Village are not involved in any fund raising or coordinating of event. W. Westover presented a commemorative stamp (attached) which will come from the post office. Stamp will be available during Summerfest.

**Reports of Commissioners and Committees**

Police Commissioner: Deputy Mayor Pete Minahan

Fire Commissioner: Trustee Melony Spock

Wastewater/Water Commissioner: Trustee Lenore Packet

Streets & Snow Removal Commissioner: Trustee Jaimee Boehme

Building Inspector: Erin Reis

To approve the Minutes of April 8, 2019 – So moved by Trustee J. Boehme; seconded by Trustee L. Packet. Approved by all.

To approve the Minutes of April 15, 2019 – So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.

To approve the Minutes of April 29, 2019 – So moved by Trustee J. Boehme; seconded by Trustee M. Spock. Approved by all.

**New Business:**

1. **Resolution:** To approve the membership to the Ocean Fire Company #1 of Christopher Knable. So moved by Trustee L. Packet; seconded by Trustee J. Boehme. Approved by all.
2. **Resolution:** To approve the membership to the S.W. Smith Hook and Ladder Company of Keith Thomas. So moved by Trustee M. Spock; seconded by Trustee L. Packet. Approved by all.
3. **Resolution:** To authorize publication of solicitation of bids for pipe materials as set forth in the attached Resolution 3 of May 13, 2019. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
4. **Resolution:** To accept the Resolution by the Village of Chatham for Columbia County Fire Mutual Aid Plan as set forth in the attached Resolution. So moved by Trustee J. Boehme; seconded by Trustee L. Packet. Approved by all.
5. **Resolution:** To approve the Village Clerk applying the overpayment of tax penalties from Matthew and Sandra Verenazi in the amount of \$474.25 towards their water/sewer payment per the attached Village Board letter. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
6. **Resolution:** To approve the budget transfer request from the Police Department for the purchase of the new car and equipment from Budget Line #97346.01.006.00 to Budget Line #31202.01.000.00 in the amount of \$15,000.00. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
7. **Resolution:** To accept the floor bid from Cavalier Flooring as set forth in the attached Resolution Number 7 of May 13, 2019. So moved by Trustee J. Boehme; seconded by Trustee M. Spock. Approved by all.

8. **Resolution:** To approve the encumbrance of funds in the amount of \$7,532.50 from the General Fund expenditure line #34102.01.000.00 to supplement the expenditure for replacing the floor in the firehouse, per the received and accepted bid. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
9. **Resolution:** To approve one time sewer relief in the amount of \$29.43 to Ann Marie Borsh at 13 Murray Street for a pool fill-up. So moved by Trustee L. Packet; seconded Trustee M. Spock. Approved by all.
10. **Resolution:** To waive the 10% penalty on the March 1, 2019 water/sewer bill to Terry Buck in the amount of \$15.11 as bill was not received. So moved by Trustee J. Boehme; seconded by Trustee M. Spock. Approved by all.
11. **Resolution:** To waive the 10% penalty on the March 1, 2019 water/sewer bill to George Fox in the amount of \$21.84 as bill was not received. So moved by Trustee M. Spock; seconded by Trustee J. Boehme. Approved by all.
12. **Resolution:** To waive the 10% penalty on the March 1, 2019 water/sewer bill to Monica Lippera in the amount of \$12.85 as bill was not received. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
13. **Resolution:** To waive the 10% penalty on the March 1, 2019 water/sewer bill to Richard Green in the amount of \$19.22 as bill was not received. So moved by Trustee J. Boehme; seconded by Trustee M. Spock. Approved by all.
14. **Resolution:** To waive the 10% penalty on the March 1, 2019 water/sewer bill to Allyson Pollack in the amount of \$13.24 as bill was not received. So moved by Trustee L. Packet; seconded by Trustee J. Boehme. Approved by all.
15. **Resolution:** To repeal the fees for Street Closures as set forth in Resolution 1 of May 25, 2017 pertaining to Use of Municipal Property Fees (a retyped fee scheduled is attached). So moved by Trustee M. Spock; seconded by Trustee L. Packet. Approved by all.
16. **Resolution:** To approve closing Main Street and Park Row on Saturday, July 20, 2019 from 8:00 a.m. to 7:00 p.m. for Summerfest. So moved by Trustee J. Boehme; seconded by Trustee L. Packet. Approved by all.
17. **Resolution:** To waive the Village of Chatham open container law on Saturday, July 20, 2019 from 11:00 a.m. to 11:00 p.m. for Summerfest. So moved by Trustee M. Spock; seconded by Trustee J. Boehme. Approved by all.
18. **Resolution:** To approve the use of the Gazebo on Saturday, July 20, 2019 from 8:00 a.m. to 7:00 p.m. for Summerfest at a cost of \$30.00. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
19. **Resolution:** To approve the use and closing of the Municipal Parking Lot on Saturday, July 20, 2019 from 8:00 a.m. to 11:00 p.m. for Summerfest at a cost of \$75.00 pending the approval from the Town of Chatham. So moved by Trustee J. Boehme; seconded by Trustee L. Packet. Approved by all.
20. **Resolution:** To approve the fee of \$45.00 as a Fire-Safety Inspection Fee as set forth in the attached Resolution Number 20 of May 13, 2019. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
21. **Resolution:** To approve the credit card policy as set forth in the attached Resolution Number 21 of May 13, 2019. So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all.
22. **Resolution:** To approve the use of the Jones Avenue Tennis Courts for the 45<sup>th</sup> Annual Francis Greenburger Tennis Tournament from Saturday, September 14, 2019 – Sunday, September 15, 2019. Certificate of Insurance to be provided prior to this date. So moved by Trustee L. Packet; seconded by Trustee J. Boehme. Approved by all.

**23. Resolution:** To amend the Vital Statistic fee set in the Schedule dated February 1, 2017 to reflect charges per the Local Registrar Procedure Manual for certified copies of birth and death certificates and for genealogy copies. So moved by Trustee J. Boehme; seconded by Trustee L. Packet. Approved by all.

**24. Resolution:** To approve the fee of \$75.00 as a Special Inspection Fee as set forth in the attached Resolution Number 24 of May 13, 2019. So moved by Trustee J. Boehme; seconded by Trustee M. Spock. Approved by all.

#### **Items for Discussion:**

Mary Ellen Hern – Talk about her experience with Grant writing; recently approved CFA Grant for restoration of Tracy Memorial Building; future plans for Grants for the Tracy Memorial.

Need to develop a more comprehensive Health Insurance Policy for part time staff by the Board.

Joe Thorn reached out to Mayor J. Howe regarding interest in putting a dock in at Smith Pond from the Village side of the pond.

Discussions have started regarding the DPW Union Contract that expires on May 31, 2019. Jason Peck will participate in these discussions on behalf of the DPW.

Emphasis placed on wrapping up the Proposed Zoning Changes. We will have to have another Public Hearing due to the amount of time gone by from the last Public Hearing. We hope to wrap this up by mid to late summer.

We need to certify outstanding taxes. We will call a Special Meeting to approve the Resolution Ken is working on so we can proceed with foreclosures.

Sidewalk complaint from 2014 regarding Park Row needs to be addressed. Sidewalk may possibly be planed down. The Local Law will be reviewed by Ken to see if it is the responsibility of the Landowner or the Village to pay for this.

#### **Correspondence**

Anonymous Letter regarding the Food Truck on Main Street – supplied to Village Trustees

**Second Public Comment Period (limited to 15 minutes):** Resident J. Cerami from Maiden Lane commenting on the amount of pot holes on Maiden Lane. F. Iaconetti stating (regarding Smith Pond) he may have boundary maps for Village lines. He will look to see if he has anything.

#### **Executive Session: Collective negotiations pursuant to the Taylor Law**

Move into Executive Session: So moved by Trustee M. Spock; seconded by Trustee J. Boehme. Approved by all at 8:20 p.m.

Move out of Executive Session: So moved by Trustee L. Packet; seconded by Trustee M. Spock. Approved by all at 8:50 p.m.

**Adjournment:** So moved by Trustee M. Spock; seconded by Trustee J. Boehme. Approved by all at 8:51 p.m.

#### **Next meeting:**

**Monday, June 10, 2019**

Respectfully submitted

Debra Meyers  
Village Clerk

**Board of Trustees  
Village of Chatham**

**RESOLUTION**

**Number 3 of May 13, 2019**

**To authorize publication of solicitation of bids for pipe materials**

**WHEREAS**, the Village of Chatham Department of Public Works (“DPW”) seeks to purchase certain materials for water main and piping work, as specified in the bid documents appended to this Resolution;

**Now, therefore, BE IT RESOLVED**, that the Board of Trustees of the Village of Chatham authorizes the publication and solicitation of bids, pursuant to General Municipal Law section 103, for the purchase of specified pipe materials and fittings, as set out in the bid documents appended to this Resolution; and

**BE IT FURTHER RESOLVED**, that the Department of Public Works, Village attorney, and other appropriate Village officials, employees, and agents are authorized and directed to carry out such actions as are necessary to implement the purposes of this Resolution.

May 13, 2019

Village of Chatham, New York  
Tracy Memorial Village Hall  
77 Main Street  
Chatham, NY 12037

## **RESOLUTION BY THE VILLAGE OF CHATHAM FOR COLUMBIA COUNTY FIRE MUTUAL AID PLAN**

BE IT RESOLVED, that this Board encourages the participation by the Village of Chatham in the Columbia County Fire Mutual Aid Plan as now in force and as amended from time to time and certifies to the Columbia County Board of Supervisors through its Fire Coordinator that no restrictions exist against "outside service" by such fire company or fire department named herein within the meaning of Section 209 of the General Municipal Law which would affect the power of such fire company or fire department to participate in such plan.

AND, BE IT FURTHER RESOLVED, that a copy of this Resolution be filed with the Columbia County Fire Coordinator.

# **Board of Trustees Village of Chatham**

## **RESOLUTION**

**Number 7 of May 13, 2019**

### **To Accept Quote and Authorize Fire House Floor Installation**

**WHEREAS**, the Village of Chatham Fire Department seeks to install an updated floor in a portion of the Fire House located at 10 Hoffman Street, Chatham; and

**WHEREAS**, three quotes for such project were obtained, each under \$30,000, establishing that the project is not subject to published competitive bidding under either the General Municipal Law section 103 or the Village of Chatham Procurement Policy; and

**WHEREAS**, the lowest quote for such project, in the amount of \$22,532.50 was submitted by Cavalier Flooring, Inc., 2949 Route 66, Chatham, NY; and

**WHEREAS**, funding for such project, in the amount of \$22,532.50, is identified within the 2019 – 2020 budget and payment for such installation shall not be made until after the commencement of such fiscal year on June 1, 2019,

**Now, therefore, BE IT RESOLVED**, that the Board of Trustees of the Village of Chatham finds that the quote submitted by Cavalier Flooring, Inc. of 2949 Route 66, Chatham NY, in the amount of twenty-two thousand five hundred thirty-two dollars and fifty cents (\$22,532.50) is the lowest qualified quote, and authorizes the execution of a contract with Cavalier Flooring, Inc. for the installation of flooring in the Village of Chatham Fire House, which complies with New York State prevailing wage requirements, as specified in the submitted quote documents appended to this Resolution, at a total cost not to exceed \$22,532.50, to be paid no earlier than June 1, 2019, out of fire department account 1.034104.01.000.27; and

**BE IT FURTHER RESOLVED**, that a Notice of Award shall forthwith be issued to Cavalier Flooring, Inc., 2949 Route 66, Chatham NY 12037; and

**BE IT FURTHER RESOLVED** that the Mayor shall execute a contract accordingly and the appropriate Village officials and employees shall take such other steps as are necessary and appropriate to carry out the purposes of this Resolution.

May 13, 2019

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**CAVALIER FLOORING, INC.**

HARDWOOD FLOORING SALES, INSTALLATION,  
SANDING AND FINISHING  
RESIDENTIAL, COMMERCIAL  
ATHLETIC FLOORING & GRAPHICS  
CAVALIERFLOORING@GMAIL.COM

ED KNIGHT

EDKNIGHT@FAIRPOINT.NET 518.858.1831 CELL

**Estimate**

Date	Estimate #
10/9/2018	3713

Name / Address
Chatham Fire Department 2 Hoffman St Chatham, New York 12037

Project		
Description	Qty	Total
Provide material and labor for the installation of new commercial grade vinyl flooring( material will be same as sample provided April 29, not material sample provided in October ) to cover 3094 sq. ft.(will need app 3500 sq ft) Work to include the installation of five 3' reducers, two 8' reducers at doorways and a T strip to run down middle of floor in two areas to allow for expansion and contraction, Removal and reinstallation of base is not included in this estimate. material will be laid over existing flooring. updated price on material this material has a thicker ware layer then original material quoted and again is a color that there is an overstock in, so getting a good price on if prevailing rate has to be paid add \$4000	3,094	17,332.50
this quote is based on no sales tax on material , non prevailing rate and very little mark up on material or labor, if all goes well will also be making a donation back to firehouse when completed will also need a text exempt form from fire house to avoid sales tax on material		1,200.00
		4,000.00
		0.00T
		0.00T
We recommend 24 hours after the final coat light traffic is acceptable and after 48 - 72 hours you should be able to put items carefully back in place with the exception of rugs. Do not slide furniture on the floor. Lift it into place after 48 - 72 hours. Area rugs can be put down after 21 - 30 days when finish is fully cured. There is a hardwood floor cleaning kit available from Bona which includes a dust mop, cleaning mop and cleaning solution and is designed specifically so as not to damage your finish. Warranties for prefinished flooring are direct with the flooring manufacturer. Register your warranty with the manufacturer upon installation.	<b>Subtotal</b>	<b>\$22,532.50</b>
	<b>Sales Tax (8.0%)</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$22,532.50</b>

Terms - 50% due at start of project, balance upon completion. Pricing valid for 30 days. Labor for furniture moving, rip-out, removal/reinstallation of trim, or work not specifically quoted above to be charged at a rate of \$85/hour per man unless itemized above. Existing trim/baseboards may need touch-up or repainting after floor work is completed.  
Wood is a hygroscopic material, being exposed to temperature and/or humidity swings, it will release or absorb moisture until it matches the room atmosphere. We recommend maintaining indoor relative humidity at 35-50%, air temp to 55-75 degrees year-round. Limiting these changes will reduce expansion & contraction of flooring. 'Poly-balls' can occur when finish collects between flooring strips, slowing cure time & can allow finish to remain partially cured for an indefinite period of time. The uncured finish can squeeze out from between the boards when changes in humidity or temp occur after installation or refinishing.

# **Board of Trustees Village of Chatham**

## **RESOLUTION**

**Number 15 of May 13, 2019**

### **To Repeal Charges for Police Protection and Public Street Closures**

**WHEREAS**, the Village of Chatham previously adopted, on May 25, 2017, a fee schedule for the closure of public streets and use of other public property under certain circumstances, a copy of which (dated July 13, 2018) is attached, and has charged fees, from time to time, to sponsors or organizers for the provision of police protection at certain events; and

**WHEREAS**, the Village Board of Trustees now finds that the Village should not impose a charge for the provision of police protection services or for the closure and use of public streets for special purposes,

**Now, therefore, BE IT RESOLVED**, that the Board of Trustees of the Village of Chatham hereby rescinds the charging of fees for the closure of Main Street and/or Park Row; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of the Village of Chatham hereby rescinds any previously adopted policy or practice of charging of fees for the provision of Village of Chatham Police Department police protection for events or special situations within the Village of Chatham; and

**BE IT FURTHER RESOLVED**, that the schedule of fees for the use of public property, a copy of which is appended to this Resolution, is amended to delete the previously stated charges for the closure of Main Street and/or Park Row, without affecting the remainder of such fee and rate schedule

May 13, 2019

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July 13, 2018

CURRENT FEES AND RATES

	First Day	Consecutive Day
Use of the Tracy (Upstairs)	\$ 30.00	\$ 20.00
Use of Tracy (Full)	\$ 60.00	\$ 40.00
Gazebo/Surrounds	\$ 30.00	\$ 20.00
Main Street Parking Lot	\$ 75.00	\$ 75.00
Depot Square Parking Lot	\$ 75.00	\$ 75.00
Main St/Park Row Closure	\$1,200.00	\$1,200.00
Main St Closure	\$1,000.00	\$1,000.00
Park Row Closure	\$ 550.00	\$ 550.00
Hudson Avenue Grass	\$ 30.00	\$ 20.00

Building and Zoning (per attached Fee Schedule of February 1, 2017)

Water and Sewer Rates (per attached rate schedule 2018-2019)

Water Meter Test (per attached Agreement)

Application for Hook-up (Water/Sewer) \$3,000.00 each + material

Peddler's Permit	\$ 25.00
Fireworks Permit Application	\$ 25.00
Film Permit	\$ 25.00
Auction Permit	\$ 30.00

# **Board of Trustees Village of Chatham**

## **RESOLUTION**

**Number 20 of May 13, 2019**

### **To authorize assessment of fees for certain fire safety inspections**

**WHEREAS**, the Village of Chatham is required by the State of New York, pursuant to 19 NYCRR 1203.3(h), to conduct annual fire safety inspections of all places of assembly, which includes such facilities as restaurants, churches, theaters, galleries and other gathering places, and is required to conduct fire safety inspections of other commercial buildings and multi-family dwellings every three years; and

**WHEREAS**, carrying out such mandated inspections imposes a cost upon the Village, and

**WHEREAS**, the Village is authorized to adopt a policy assessing a fee upon the owner of any property subject to such inspection, reasonably commensurate with the cost of conducting such inspection,

**Now, therefore, BE IT RESOLVED**, that the Board of Trustees of the Village of Chatham authorizes and directs that a fee of forty-five dollars (\$45.00) be charged to the owner of any place of assembly, commercial property, or multi-family dwelling in conjunction with a mandated fire safety inspection of such building or property; and

**BE IT FURTHER RESOLVED**, that the Building Inspector, Village Clerk, Village attorney, and other appropriate Village officials, employees, and agents are authorized and directed to carry out such actions as are necessary to implement the purposes of this Resolution.

May 13, 2019

Village of Chatham, New York  
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# **Board of Trustees Village of Chatham**

## **RESOLUTION**

**Number 21 of May 13, 2019**

### **To Adopt a Village Credit Card Policy**

**WHEREAS**, the Board of Trustees finds that having a Village credit card may expedite or enable timely purchases of goods or services when such prompt action is necessary or beneficial; and

**WHEREAS**, such credit card shall be subject to close controls and specific limits on its use;

**Now, therefore, BE IT RESOLVED**, that the Board of Trustees of the Village of Chatham authorizes the establishment and maintenance of one credit card issued by the Bank of Greene County, for use solely for Village business, which shall be subject to the following controls and limitations:

- The credit limit on the card shall be two thousand five hundred dollars (\$2,500.00), provided that such limit may be temporarily increased in the case of an emergency, upon approval of the Mayor or Treasurer.
- The card shall be imprinted with the name of John Howe, Mayor.
- The single credit card shall be locked in a designated file or drawer in the office of the Village Clerk, under supervision of the Village Clerk.
- Every purchase or transaction must be approved in advance by the Treasurer.
- Telephone or online transactions shall be executed by the Village Clerk or Mayor.
- In the event it is necessary to use the card for an in-store purchase or transaction outside of the Village Clerk's office, a Village officer or employee may be designated by the Mayor to remove the card from the Clerk's office and shall be provided written authorization from the Mayor to sign for the off-premises transaction.
- In every case, a printed, itemized receipt shall be immediately returned to the Village Clerk and a copy promptly provided to the Treasurer.

**BE IT FURTHER RESOLVED**, that the Mayor and Deputy Mayor are authorized, as "Business Officers" or otherwise, to execute documents necessary to establish such credit card with the Bank of Greene County, and they and the Village Clerk, Village Treasurer, and Village attorney are authorized and directed to carry out such actions as are necessary to implement the purposes of this Resolution.

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# **Board of Trustees Village of Chatham**

## **RESOLUTION**

**Number 24 of May 13, 2019**

### **To authorize assessment of fees for certain special inspections**

**WHEREAS**, from time to time, certain special inspections are sought in order to ascertain or establish compliance with the New York State Uniform Fire Prevention and Building Code, the Code of the Village of Chatham, or other applicable building, property, or zoning codes, laws, or ordinances; and

**WHEREAS**, carrying out such requested inspections imposes a cost upon the Village, and

**WHEREAS**, the Village is authorized to adopt a policy assessing a fee upon the owner of any property subject to such inspection, reasonably commensurate with the cost of conducting such inspection,

**Now, therefore, BE IT RESOLVED**, that the Board of Trustees of the Village of Chatham authorizes and directs that a fee of seventy-five dollars (\$75.00) be charged to the owner or occupant requesting a special inspection of any building, structure, facility, or property of which such person is the owner or occupant; and

**BE IT FURTHER RESOLVED**, that the Building Inspector, Village Clerk, Village attorney, and other appropriate Village officials, employees, and agents are authorized and directed to carry out such actions as are necessary to implement the purposes of this Resolution.

May 13, 2019

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