

**BOARD OF TRUSTEES**  
**May 8, 2023; 7:00pm**

**MINUTES - Regular Meeting**

**Call to Order (Regular Meeting):** 7:00pm by Mayor J. Howe with Pledge of Allegiance.

*Present: Mayor J. Howe; Trustees K. Schassler and R. O'Mara-Garcia; Clerk D. Kelleher; Deputy Clerk S. Davis, Jr.; CFD Chief P. Rideout; CPD Acting Chief J. Alessi; Code Enforcement E. Reis; Residents Rochelle Bartolo, Deb Shepardson, Patricia McKeon, L. Locke. Not present: Trustees P. Minahan and M. Spock.*

**First Public Comment (limited to 15 minutes):** Resident R. Bartolo requested that the Village consider approval of Pickle Ball Court lines on the Jones Avenue Tennis Courts. Mayor J. Howe and the Board members were not opposed to the idea and the clerk will seek an estimate through the DPW and the company that resurfaced the courts last year. Funding will still need to be discussed.

**DEPARTMENTS AND COMMITTEES REPORTS:**

>**Building Department:** Building Inspector, Erin Reis. *Report given by E. Reis.*

>**Police Department:** Acting Chief J. Alessi; Police Commissioner Pete Minahan. *Report given by A. Chief Alessi.*

>**Fire Department:** Chief P. Rideout; Fire Commissioner Melony Spock. *Report given by Chief Rideout.*

>**DPW:** Foreman P. Genovese; Wastewater/Water Commissioner Ralph O'Mara-Garcia; Streets & Snow Removal Commissioner Karyn Schassler. *Mayor J. Howe gave a brief synopsis of DPW action. They have been working at replacement of the Hudson Ave Water Main, while trying to stay on top of regular Village activity. Housman Ave Water Main replacement will begin in June. The DPW will be closed July 3-7 as the crew will all take the first week of July off, except for the daily recording of water/sewer numbers.*

**Approve Minutes of May 8, 2023.**

**Approve the May 2023 Budget to Actuals.**

**NEW BUSINESS:**

**Resolution 63 of 2023** – To approve a **budget line transfer** in the amount of **\$10,000** from **31201 Police and Constable PS** to **13251 Treasurer PS**, due to a new treasurer scheduled for more hours than the previous. *So moved by R. O'Mara-Garcia, seconded by K. Schassler. Approved by all.*

**Resolution 64 of 2023** – To authorize the **Chatham Post 42 American Legion** to conduct the annual **Memorial Day** observances in the Village on Monday, May 29, 2023. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 65 of 2023** – To approve a one-time **sewer relief** in the amount of **\$1225.35** for **Gavriel Cohen at 1 Church Street**, due to a hot water tank leaking in the basement from 1/12/23 to 1/26/23. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 66 of 2023** – To approve and accept **Robert Patterson Accounting Services** proposal dated May 3, 2023, in the total amount of **\$19,800**, to be invoiced in increments of \$1,650 for 12 months, for the period **June 1, 2023-May 31, 2024**. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. Approved by all.*

**Resolution 67 of 2023** – 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 30, 2023 through September 4, 2023**. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 68 of 2023** - To authorize the **Columbia County Agricultural Society** to utilize the grass along **Hudson Avenue** for the parking of vehicles during the **Columbia County Fair 2023**. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. Approved by all.*

**Resolution 69 of 2023** – To authorize the **Columbia County Agricultural Society** to conduct the annual **Firefighter’s Parade** on Saturday, **September 2, 2023**. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 70 of 2023** – To authorize the **Chatham Central School District** to hold the **2023 Graduation Parade** in the Village, immediately following the graduation ceremony on **Friday, June 23, 2023**. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. Approved by all.*

**Resolution 71 of 2023** – To approve the February 06, 2023 request by **Chatham Rural Cemetery Association, Inc.** for **\$3000** financial support. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. Approved by all.*

**Resolution 72 of 2023** – To approve and adopt the **April 2023 revision** of the Village “**Sexual Harassment in the Workplace Prevention Policy**”, following NYS guidelines to meet or exceed the recently updated NYS model policy. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 73 of 2023** - To authorize the **CPD** to change **office phone service** from Consolidated to **Gabbit** at an annual cost of about \$1700 a year, with a one-time fee of \$150, for a cost savings of \$2500 per year. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Per J. Alessi, Gabbit is a cloud based phone system, based in the US. Approved by all.*

**Resolution 74 of 2023** – To create a **Reserve** in the amount of **\$10,000** for CPD **Pole Mounted LPR/Camera**, Fiscal year 2023/2024. *J. Howe would like the other Trustees to be included in discussion on this matter. Attorney K. Dow noted that NYS dictates the “reserve process” and he and the Board will need to look more into what type of reserve this is, and what the constraints are. This item is **tabled** until the next meeting.*

**Resolution 75 of 2023** – To approve and authorize the CPD to **encumber** funds in the total amount of **\$5571.22** to purchase **two (2) Motorola APX4000 VHF radios**, at \$2785.61 each. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. Per J. Alessi, this pricing reflects NYS and Columbia County contract pricing. Lead time is 6-8mos. Approved by all.*

**Resolution 76 of 2023** – To approve a **budget line transfer** in the amount of **\$550** from **14404.13 Engineer to 13204.13 Independent Accounting**, due to unanticipated use of **accounting services** that were not budgeted for in the previous fiscal year. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 77 of 2023** - To approve the **budget line transfer** in the amount of **\$550** from **14404.12 Engineer to 13204.12 Independent Accounting**, due to unanticipated use of **accounting services** that were not budgeted for in the previous fiscal year. *So moved by K. Schassler, seconded by R. O’Mara-Garcia. Approved by all.*

**Resolution 78 of 2023** – To approve the **reimbursement of \$650.00** to the **Crandell Theatre**, for their payment to Lady Rooter, hired to investigate a sewer issue which was determined to be a clog in the sewer “main” and the responsibility of the Village. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. Approved by all.*

**Resolution 79 of 2023** – To approve the request from Carol Wong/OCTC (Old Chatham Tennis Club) to reserve the Jones Avenue Tennis Court for a tournament on Saturday, June 24, 2023 from 8:00am-4:00pm, with a rain date of Sunday, June 25, 2023. *So moved by R. O’Mara-Garcia, seconded by K. Schassler. OCTC should put up a sign showing that it is reserved. Approved by all.*

#### **DISCUSSION ITEMS:**

\*Revisions to the Sewer Law – (Introduced in February by Village Attorney K. Dow). Continue discussion regarding the following suggested revisions:

1. Need to determine who has authority to oversee the sewer
2. Who is best suited to do grease trap inspections?
3. Does the Board want to revise penalties?
4. Need to indicate a position or person (Chief operator, Superintendent, etc)
5. Check for issues with Civil Service/Union regarding naming position or person.

*Sewer Law discussion tabled until next meeting, per Mayor Howe.*

\*Food Trucks codes committee – Draft status. Input from CPD/Village Attorney.

*Attorney K. Dow would like there to be more clear and objective standards so the Village is not put in a “pick and choose” situation. He would like to have a clear number of food trucks allowed and their placement. K. Dow will write up his comments and send to committee members L. Locke and M. Spock. Food Truck discussion Tabled. Committee member Spock not present.*

*\*Village Code updates needed for Vehicles/Traffic including but not limited to overnight Village parking, Handicap parking, traffic signage, snow emergency streets. Specification for Grease Trap placement, and update fines/fees for non-compliance. Water meters – specify radio read type meters.*

*Village Code Conversation tabled. Chief Alessi and DPW Foremen Genovese provided a few suggestions and ideas of what needs to be reviewed. Mayor Howe would like to research further the idea and cost of bringing in a crew to replace all the remaining manually read water meters with Radio Read meters all at once, instead of the DPW trying to do it as they are able. A workshop may be planned for the code updates.*

*\*CABA sign - Main Street near clock tower.*

*Mayor Howe explained that the property by the clock tower belongs to Mr. J. Johnson, not to the Village. CABA will reach out to Mr. Johnson directly to seek permission for a CABA/Main Street sign. CSX fiber optic line is nearby so contact with UDig NY will be necessary. Planning Board review will be required due to the location being in the Historic zone.*

*\*Washington Ave – No parking sign - letter from residents pertaining to loss of parking space.*

*Mayor Howe reviewed the history of the No Parking sign. Prior to roadwork project on Washington Ave, there was a no parking sign in place and it was removed temporarily for the roadwork. The DPW reinstalled it at a further distance from the hydrant to allow more clearance for a vehicle turning right from Church St onto Washington Avenue. If a vehicle is parked closer to the hydrant, a vehicle is on Washington Ave trying to enter Church St, and a vehicle on Church St looking to enter Washington Ave there is not enough room for the vehicle to move over and it impedes the flow of traffic on Church St. The Village will continue to look at the traffic flow at this intersection and review the placement of the No Parking sign.*

- Crandell Theatre – request for restitution due to clogged Sewer.
- Jones Avenue Tennis Courts – When will it be ready for use this year?
  - Request from Carol Wong/OCTC to reserve courts for tournament Saturday June 24, 2023 (rain date Sunday June 25), 8am-4pm. *(Resolution above).*
  - Interest in using the courts for Pickle Ball. *The Board is not opposed to pickle ball but will need to look into the cost of adding pickle ball court lines, and where the funds would come from. The Village will reach out to the same company that*

*painting the tennis court lines. As always, the contractor will need a certificate of insurance.*

**Second Public Comment Period (limited to 15 minutes):** *L. Locke – When the Village gives money to the cemetery, do they provide anything to the Village about how they spend the money? D. Kelleher read aloud the letter submitted by the Rural Cemetery Association, which indicated that in addition to lawn and grounds maintenance, they would be using it for repairing roadways, gravestones, installing foundations, and clearing a marshy area. By NYS Law, if a cemetery goes “out of business” then it becomes the responsibility of the Town to maintain, and the Town of Ghent already maintains at least a dozen cemeteries. Per K. Dow, cemeteries are one of the special cases to which the municipality can give money.*

**Executive Session:** *Enter into Executive session for discussion of a proposed, pending, or current litigation so moved by K. Schassler, seconded by R. O’Mara-Garcia and approved by all at 7:51pm. Exit executive session so moved by K. Schassler, seconded by R. O’Mara-Garcia and approved by all at 8:21pm.*

**Upcoming Meetings:** *June 12, 2023 7:00pm: Regular Meeting*

**Adjournment:** *So moved by K. Schassler, seconded by R. O’Mara-Garcia and approved by all at 8:21pm.*

**Respectfully Submitted,**

**Desiree Kelleher**

**Village Clerk**

(05/16/23)