

VILLAGE OF CASTLETON-ON-HUDSON BOARD OF TRUSTEES REGULAR MEETING

August 13, 2018

PRESENT: Mayor Robert Schmidt, Trustee/Deputy Mayor Marianne Carner, Trustee Gina Giuliano, Trustee Sharon Martin, Trustee Jenifer Pratico

ABSENT: None.

ALSO PRESENT: Attorney Benjamin Hill, Superintendent John Shortsleeve, Library Director Melissa Tacke, Building Inspector Gary Ziegler, Fire Chief Matt Carner, Deputy Clerk Janice Better, and Clerk-Treasurer Padraic Ellis.

PUBLIC: 2

CALL TO ORDER: A regular meeting of the Board of Trustees, Village of Castleton-on-Hudson was held at Castleton Village Hall, 85 South Main Street on August 13, 2018. The meeting was called to order at 7:00 pm by Mayor Schmidt with the Pledge of Allegiance.

APPROVAL OF MINUTES:

- Trustee Martin moved, Mayor Schmidt seconded, motion carried to accept the minutes of the July 9, 2018 Regular Meeting.

PUBLIC COMMENT:

Brock Juusola of Delaware Engineering reported that plans and designs are underway for the Waste Water Treatment Plant upgrade. Survey work has been completed and once approval from the DEC and EFC has been completed the project will be put out to bid. He also reported that after reviewing the data from the Village that current water billing should remain the same with appropriate changes being made to the Village's unit schedule. It was decided that the September 24th Board Meeting would be dedicated to a workshop to discuss water and sewer billing.

Nathan Hans of the Main Street Association reported that Main Street Day would be held on Saturday, September 8, 2018 from 11:00 am to 2 pm. The Store will be selling pizza and there will be a pig roast as well. Two raffles will be held as well as t-shirts being sold and calendars will be available for a donation.

TRUSTEE REPORTS:

- **Mayor Schmidt:** Mayor Schmidt reported that he had met with Assemblyman Jake Ashby regarding access to Riverfront Park as well as installing crosswalks on Main Street. He also reported that he had met with Landmark Consulting regarding the Noyes Engine House at 4 Green Avenue. A walkthrough was conducted and paving the area around the Engine House was discussed. Paving will cost approximately \$ 7,000.00. Finally, the Mayor reported that the Farmers Market on the previous Friday had been a success. The weather was good, the band was great, and there were a lot of vendors.
- **Deputy Mayor Carner:** Deputy Mayor Carner reported that she would like to see the smaller of the two trees on the front lawn of the Village Hall taken down to make room for a sitting area. She has spoken to Library Director Tacke to work with the Library Board in developing this project.

- **Trustee Martin:** Trustee Martin reported that she had met with Laura Palmer from the Town of Schodack, along with Superintendent Shortsleeve, to discuss unit schedules. Trustee Martin reported that the Town and the Village are close to completing a uniform unit schedule, as well as being close to completing the inter-municipal agreement.

- **Trustee Pratico:** Trustee Pratico reported that she was been working with Assemblyman Ashby's office in pursuing grant opportunities. Trustee Pratico also reported that Castleton Kids has moved into Maple Hill Middle School. She asked that the Village Cyber Security Policy be shared at the NYCOM Fall Training Conference with other municipalities. Finally, she reported that the Clove Run will be held this weekend.

- **Trustee Giuliano:** Trustee Giuliano reported that the Driver Feedback sign would be installed soon. Trustee Giuliano also reported that Repair Café would be held at the Farmers Market on September 7th and at the Village Hall on October 13th. She also reported that she was applying for a Hudson River Estuary grant. There is only \$200,000 in grant money for the whole state but Rensselaer County Land Trust has encouraged her to apply for \$50,000. Trustee Giuliano then reported that she would like to apply for a Technical Assistance grant from the Preservation League for the Noyes Engine House. The Preservation League will provide \$3,000 with a contribution of \$500 from the Village. Mayor Schmidt moved, Trustee Martin seconded, motion carried to commit \$500 in funds to the Noyes Engine House if the Preservation League grant is accepted. She reported that the AARP Grant for placing benches and a planter at 2 Green Avenue was accepted but that the Village has not yet received the money. Finally, Trustee Giuliano reported that 70% of the plants from Trees for Tribes have grown and that she would be organizing a clean-up day for the area.

REPORTS:

1. **DPW Report:** Absent.

2. **Water & Wastewater Report:** No Comment.

3. **Library Report:** Director Tacke reported that the Summer Reading Program would be completed on Thursday with a life-sized game of Candyland. Director Tacke also reported that the Friends of the Library would be conducting a Pancake Breakfast Fundraiser at Applebee's on September 8th. She also reported that that Library would be holding its second annual Prescription Drug Take Back Day in conjunction with the Rensselaer County Sheriff's Department on September 15th.

4. **Code Enforcement:** Absent.

5. **Building Inspector:** Inspector Ziegler reported that Village Law would need to be updated to be in compliance with New York State Law on the matter of placement of mobile homes. Inspector Ziegler also reported that he had completed an exterior inspection of 21 Green Avenue and asked that he may retain the services of an engineer, not to exceed \$500, to begin the process of condemning the building. Mayor Schmidt moved, Deputy Mayor Carner seconded, motion carried to allow the Building Inspector to retain the services of an engineer for 21 Green Avenue.

6. **Fire Department:** Fire Chief Carner reported that the new fire truck was currently being inspected and that it should be arriving soon. Fire Chief Carner also reported that Penflex had sent out duplicate checks to LOSAP recipients. Only one member cashed the check and Penflex sent out a letter to the member to return funds. He also reported that he would be applying for a \$1,500 Department of Environmental Conservation Grant. Fire Chief Carner then reported that FASNY would be holding an informational meeting on the upcoming Firefighter Cancer Insurance Coverage on September 19th. Fire Chief Carner provided the Board with the application of Josh Logan to join the Fire Department to review. Trustee Martin moved, Mayor Schmidt seconded, motioned carried to accept Josh Logan's application to the Fire Department.
6. **Clerk-Treasurer Report:** No Comment.

Mayor Schmidt moved, Trustee Pratico seconded, motion carried to approve all departmental reports.

BUSINESS:

1. **MS4 Report Public Hearing:** Mayor Schmidt reported that the MS4 Audit from the Department of Environmental Conservation had been rescheduled to September 6th. The Clerk-Treasurer relayed the concern of DPW Foreman Saville that the Village lacked a MS4 Coordinator. No public comment.
2. **COHMSA Flagpole Gift Letter Presentation:** Nathan Hans of the Main Street Association reported that the MSA Board could not come to agreement on accepting the gift of the flagpole to the Village as unrestricted. Attorney Hill explained that this language in a gift letter was best practice for a municipality and advised the Board to accept the gift only as unrestricted, to which they agreed. Mr. Hans stated that if that was the only way to allow for the flagpole to be erected than the MSA would accept it. Deputy Mayor Carner moved, Trustee Martin seconded, motioned carried to accept the unrestricted gift of the flagpole from the Main Street Association.
3. **Resolution # 17 – Proper Destruction of Village Documents:** Trustee Pratico moved, Trustee Giuliano seconded, motion carried to shred vouchers from the 2011/2012 fiscal year.
4. **Resolution # 18 – Waiver of Village Taxes for 2 Green Avenue:** Deputy Mayor Carner moved, Trustee Giuliano seconded, motion carried to waive the Village Tax Bill for 2 Green Avenue.
5. **Resolution # 19 – Acquisition of 2 Green Avenue for Rensselaer County:** Mayor Schmidt moved, Deputy Mayor Carner seconded, motion carried to acquire 2 Green Avenue from Rensselaer County for back taxes totaling \$927.75.
6. **Resolution # 20 – Overturn Resolution # 17 of the Year 1999:** Deputy Mayor Carner moved, Trustee Martin seconded, motion carried to overturn Resolution # 17 of the year 1999 which allowed the Fire Department to seek independent coverage for Workers Compensation Insurance.
7. **Resolution # 20 – Transfer of Funds – Castleton Kids:** Trustee Pratico moved, Trustee Giuliano seconded, motion carried to transfer funds within the Castleton Kids 2018-2019 Budget.

- 8. Resolution # 21 – Cyber Security Policy:** Trustee Pratico moved, Deputy Mayor Carner seconded, motion carried to accept the August 2018 Edition of the Village of Castleton-on-Hudson’s Cyber Security Policy.
- 9. Resolution # 22 – Acceptance of Credit Cards for Water/Sewer/Refuse Bills and the Ability for the Village Clerk to Scan Checks:** Trustee Giuliano moved, Deputy Mayor Carner moved, motion carried to allow for credit card payments of the water/sewer/refuse bill as well as the ability to scan checks.
- 10. APPROPRIATIONS:** Deputy Mayor Carner moved, Trustee Martin seconded, motion to approve payment of the abstracts.
 - Abstract # 4 – Vouchers # 101 - # 163 in the amount of \$ 115,684.86.
 - General Fund: \$91,689.86.
 - Castleton Kids: \$12.17.
 - Water Fund: \$7,773.33.
 - Sewer Fund: \$16,209.50.

ONLINE BANKING TRANSFERS: Mayor Schmidt moved, Trustee Pratico seconded, motion to approve the online banking transfers according to the schedule presented to the Board.

PUBLIC COMMENT: None.

EXECUTIVE SESSION: At 9:07 pm, Mayor Schmidt moved, Trustee Martin seconded motion to move into Executive Sessions. At 9:43 pm, Trustee Martin moved, Trustee Giuliano seconded, motion to exit Executive Session.

BUSINESS:

- 11. Closing of LDC Account for Jan Kas Inn Inc.:** Trustee Giuliano moved, Mayor Schmidt seconded, motion carried to accept a \$1,000.00 payment from Jan Kas Inn Inc. for the remainder of money owed to the LDC grant.

ADJOURNMENT: At 9:45 pm, Mayor Schmidt moved, Trustee martin seconded, motion carried to adjourn the meeting.

Respectfully Submitted,
Padraic Ellis
Village Clerk-Treasurer