

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

September 28, 2020

PRESENT: Mayor Joe Keegan, Trustee/Deputy Mayor Marianne Carner (arrived 7:15 pm, Trustee Sharon Martin, Trustee Jenifer Pratico, Trustee Lissa D'Aquanni (all via Zoom video conference)

ABSENT: 0

ALSO PRESENT: Attorney Benjamin Hill, Building Inspector Gary Ziegler, Code Enforcement Officer James Lance, Fire Chief Matt Carner, Library Director Melissa Tacke, Deputy Clerk Janice Better, and Clerk-Treasurer Padraic Ellis (all via Zoom video conference)

PUBLIC: 1

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 September 28, 2020. The meeting was called to order at 7:01 pm by Mayor Keegan with the Pledge of Allegiance. This meeting will be posted to the Village website in accordance with the Village's best efforts to comply with New York State Open Meeting Law and Executive Order 202.1.

PUBLIC COMMENT: Mayor Keegan moved, Trustee Pratico seconded, motion carried to begin Public Comment. Mayor Keegan reported that his term would run until April 2, 2022. Mayor Keegan introduced his appointment to the vacant trustee position, Lissa D'Aquanni, to the board. Trustee D'Aquanni reported that she had moved to Castleton-on-Hudson three years prior and that her background was in economic development and grant writing. Mayor Keegan reported that Trustee D'Aquanni would serve until the March 2021 election at which point she would have to run in a special election for a one year term and would have to relinquish her position on the Village Zoning Board of Appeals. Mayor Keegan reported that he had met with all of the village employees. He had lunch at the Department of Public Works building and stated how organized the building has become. He met with Foreman Meyer and Foreman Garavelli individually and toured the construction at the Waste Water Treatment Plant. Mayor Keegan thanked the returning board members for the work that they had done on the Waste Water Treatment Plant upgrade, stating that this was the time for improvement and that no major work had been done on the plant since it was built. Library Director Tacke congratulated Mayor Keegan on his new position and introduced herself to Trustee D'Aquanni. Director Tacke reported that the annual Halloween parade in conjunction with the Castleton Fire Department has been cancelled, but they would like to hold a car parade on October 31, 2020 at 2:00 pm. The route would be 2.5 miles around the Village and the library would hand out pre-made bags of candy. Director Tacke was asked by the board to draft a letter to the Clerk-Treasurer and have the board formally vote on it at the next meeting. Mayor Keegan moved, Trustee Martin seconded, motion carried to close Public Comment.

OATH OF OFFICE: Mayor Keegan reappointed Padraic Ellis to the position of Clerk-Treasurer with the term ending April 3, 2022. Mayor Keegan reappointed Janice Better to the position of Deputy Clerk with the term ending April 3, 2022. Mayor Keegan reappointed Gary Ziegler to the position of Building Inspector with the term ending April 3, 2022. James Lance will continue on as Code Enforcement Officer without reappointment. The Village will retain Benjamin Hill as Attorney for the Village upon completion of the current contract. Trustee Carner will continue on as Deputy Mayor.

BUSINESS:

- 1. Resolution # 16 – Rules of Procedure:** Mayor Keegan moved, Trustee Pratico seconded, motion carried to accept the rules of procedure for conducting meetings, including the Village Board of Trustees meeting, the Village Planning Board meeting, and the Village Zoning Board of Appeals.
- 2. Resolution # 17 – Advance Approval of Claims:** Mayor Keegan moved, Trustee Martin seconded, motion carried to approve the advance payment of utilities and postage by the Village Clerk-Treasurer.
- 3. Resolution # 18 – Attendance at Schools and Conferences:** Mayor Keegan moved, Trustee D’Aquanni seconded, motion carried to allow Village employees and elected official to attend annual municipal trainings and conferences.
- 4. Resolution # 19 – Designated Depositories:** Mayor Keegan moved, Trustee Pratico seconded, motion carried to designate Community Bank NA and NYCLASS as the depositories for the Village of Castleton-on-Hudson.
- 5. Resolution # 20 – Mileage Allowance:** Mayor Keegan moved, Trustee Pratico seconded, motion carried to reimburse village employees that use their personal vehicles for Village business at the rate of 57.5 cents per mile.
- 6. Resolution # 21 – Standard Work Day:** Mayor Keegan moved, Trustee Martin seconded, motion carried to set the standard work day for Village employees at six hours for office employees and eight hours for water, sewer, and department of public works employees.
- 7. MS4 Coordinator and Rate of Pay:** Mayor Keegan reported that the village had not completed the MS4 report for the 2019-2020 year. He stated that in the past the Village had paid a coordinator a rate of \$25.00 per hour to oversee MS4 and to complete the 100 page report. Mayor Keegan and Clerk-Treasurer Ellis will complete this year’s report and the board will reach out to surrounding communities to see if their MS4 coordinators would be available to work for the Village.
- 8. Village Boiler Quotes:** Mayor Keegan reported that the Village had received three quotes for the replacement of the boiler in Village Hall. He stated that the current boiler was installed ten year ago under a grant from NYSERDA. Borque quoted the Village for a system similar to the current one, which they installed. John Ray and Sons quoted the Village for a traditional cast iron boiler with clean-outs for sediment build-up. Family Danz quoted the Village for a system similar to the one that John Ray and Sons proposed. The matter is tabled until the next board meeting so that quotes for comparable systems could be obtained.
- 9. Tree City USA Signs:** Mayor Keegan reported that a dedication ceremony had been held the Wednesday prior designating Castleton-on-Hudson as part of the Tree City USA program through the Arbor Day Foundation. Two “Tree City USA” signs have been purchased by the Village and posted at two of the entrances to the Village. Mayor Keegan, moved, Deputy Mayor Carner seconded, motion carried to purchase two more “Tree City USA” signs for the remaining two entrances to the Village. Trustee Martin abstained.

10. Eastern Rensselaer County Solid Waste Management Authority Representative:

Robert Schmidt resigned from his position as ERCSWMA Representative for the Village of Castleton-on-Hudson. Mayor Keegan offered the position to Allan Dillenbeck, which he declined. The Board will continue to seek out someone to fill the vacant ERCSWMA representative position.

11. Firefly Admin Engagement Letter: Firefly Admin is the current administrator of the LOSAP program for the Village of Castleton-on-Hudson. With the current agreement coming to an end they have sent the Village an engagement letter to continue providing the service. Mayor Keegan moved, Trustee Pratico seconded, motion carried to have Mayor Keegan to sign the engagement letter with Firefly Admin. Deputy Mayor Carner and Trustee Martin abstained.

12. APPROPRIATIONS: Mayor Keegan moved, Trustee Martin seconded, motion to approve payment of the abstracts.

Abstract # 6 – Vouchers # 212 - # 214 in the amount of \$ 2,703.24.

General Fund: \$ 804.33

Water Fund: \$ 483.70

Sewer Fund: \$ 1,415.21

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

PUBLIC COMMENT: Mayor Keegan moved, Trustee Pratico seconded, motion carried to begin Public Comment. Trustee Pratico suggested purchasing candy for the Halloween car parade and asked that it be added to the next meeting's agenda. Trustee D'Aquanni reported that residents had complained about ATVs being used in the Brickyard. Attorney Hill stated that the use of off-road vehicles is prohibited in Village parks. The Board members that were present at Clean-Up Day reported the same issue. The Village has given no permission for anyone to operate ATVs in the Brickyard. Foreman Lebrecht will speak with the ATV owner. Mayor Keegan moved, Trustee Martin seconded, motion carried to close Public Comment.

EXECUTIVE SESSION: At 8:19 pm, Mayor Keegan moved, Trustee Martin seconded motion to move into Executive Sessions. At 8:43 pm, Deputy Mayor Carner moved, Trustee Martin seconded, motion to exit Executive Session.

BUSINESS: Mayor Keegan made the following committee appointments:

Mayor Keegan: Department of Public Works, Planning and Zoning, Village Employee Liaison

Deputy Mayor Carner: Library, Castleton Senior Club

Trustee Martin: Water and Sewer, Tree City USA

Trustee Pratico: Castleton Fire Department, Cemetery Association, Repair Café

Trustee D'Aquanni: Castleton-on-Hudson Farmers' and Artisans' Market, Castleton-on-Hudson Main Street Association, Community Garden, Grants

Mayor Keegan spoke about the Village Facebook page redesign and Twitter account. Trustee D'Aquanni will research this along with a new design for the Village website to make it more user-friendly.

ADJOURNMENT: At 8:53 pm, Mayor Keegan moved, Trustee Martin seconded, motion carried to adjourn the meeting.

Respectfully Submitted,
Padraic Ellis
Village Clerk-Treasurer