

Minutes

Wednesday, January 20, 2016

Continuation of the Regular Monthly meeting of the Village Board of Trustees

Present: Mayor Carol Weaver Via: Face time, Venice, Fl. Trustees: Richard Phillips  
Dale Leiser  
Robert Puckett  
Brian Murphy

Also attending: Jim Dunham; Renee Shur; Larry Eisen; Gary La Fountain; Chuck Rothermel;  
Rima Bostick; Emelia Teasdale, Columbia paper.

Mayor Weaver opened the meeting at 7:30 pm.

### **TREASURER'S REPORT**

Mayor Weaver made a motion to adopt the monthly treasurer's report; seconded by Trustee Phillips. All voted "aye".

### **DPW**

Backhoe-Trustee Leiser received the following updated interest rate and terms:

The bank of Greene County: with any term at 1.99% interest

Kinderhook Bank: 3 yr term at 2.10% interest

5 yr term at 2.15% interest

CAT will service and inspect the backhoe, paint any rust spots and replace the two tires including labor.

Trustee Leiser would like to have the schedule of payment from the banks with the new rates before deciding on the length of bonding. He would also like CAT to service the backhoe before the village board makes a motion to purchase the backhoe. He is hoping all will be done to make decisions at the village's February meeting.

### **FIRE DEPARTMENT**

Larry reported 2 calls, 4 drills, and 4 details with a total 63 call outs for 2015. The monthly minutes of the officer's meeting were received.

Larry requested if the village purchases an AED for the office would the village board consider purchasing the same exact model as the fire department as the fire department was trained on that model. There is a training on May 4<sup>th</sup> that is being given by David Bartlett. The village may attend with the fire department. Mayor Weaver would like the village to be trained sooner if possible. The village Clerk will inquire if Dave Bartlett is available sooner to train the village staff and board members.

Trustee Puckett and the village board thanked Larry and the fire department for their service during the medical emergency at last week's meeting. Larry noted that is their job and is very thankful Glenn, village Building Inspector, is doing very well.

Trustee Puckett made a motion to purchase an AED for the office; seconded by Mayor Weaver. All voted "aye".

Rental of building –Tom Hall requested an amendment to the contract to add his three businesses to the insurance certificate as additionally insured. Trustee Leiser made a motion to sign the contract effective January 20, 2016 including the amendment; seconded by Trustee Phillips. All voted "aye". Trustee Leiser will sign the contract. Trustee Phillips requested a copy of the contract be sent to Gary Van Allen, Matt Sherman and himself after executed.

DPW Garage- Trustee Phillip, Trustee Leiser, Ray Jurkowski, Matt Sherman, and Gary Van Allen will meet to discuss the bid specs for the DPW garage. They will meet on Friday, January 20, 2016; 9:30 am at the village hall.

Waterline Kinderhook Creek-

Trustee Leiser made a motion to reject the one water line bid received and to rebid the project after Friday's meeting with the engineer to correct the bid specs; seconded by Mayor Weaver. All voted "aye".

The village board requested after Trustee Leiser meets with the engineer, Ray Jurlowski, he and the village board review the bid specs before the project is advertised and to have the engineer work with the village office on the advertisement of the bid.

Informative Street Signs-the signs arrived yesterday and the DPW will begin installing them.

### **CODE ENFORCEMENT OFFICER**

Due to the medical emergency at last week's village board meeting, Glenn will be out. A shared services agreement was drawn up with the Town of Kinderhook to cover for the CEO when there are emergencies. The town does not meet for a few more weeks in order to approve the contract but the Town Supervisor; Pat Grattan informed Mayor Weaver he will sign the agreement retroactive to today's date. A village code book will be sent to Don Kirsch Town building Inspector.

Mayor Weaver made a motion to sign the agreement with the Town of Kinderhook to use shared service with the Town building department; seconded by Trustee Leiser. All voted "aye". Residents will continue to come to the village to file paperwork. The village office will forward paperwork to the Town building department. A notice will be placed on the village website and the village office door noting to contact the village office. Mayor Weaver will contact Don Kirsch to confirm the best way to proceed.

There are a few inspections for the building department to handle. Mayor Weaver will discuss them with Mr. Kirsch and then she will follow up with the village office after on how he would like to handle.

### **VILLAGE PAYROLL**

At a previous meeting the labor law was brought up concerning changing village payroll from weekly to bi-weekly. As a government entity the labor law does not apply.

Trustee Puckett is proposing to change village payroll to a bi weekly or bi monthly payroll to start in June with the new budget year. The village clerk will contact the municipal software company and begin the process to transition into the new payroll software and a bi weekly payroll including any changes needed for health insurance.

### **INSURANCE**

DPW costs from the fire- Trustee Phillips reviewed the expenditures from the fire. At this time including the \$35,000 for the backhoe, the village has spent \$92,000. Trustee Phillips will be meeting with the insurance company on Friday. He will ask for another payment/advance to cover expenses.

Safety Committee-Trustee Phillips will call NYMIR to see if they will conduct a safety training seminar or if they have training videos to review.

### **SURPLUS PROPERTY AUCTION**

Trustee Phillips will work with Trustee Leiser to place several surplus items on Auctions International website.

### **ZONING BOARD**

Minutes of November 23, 2015 were received.

The public hearing for a subdivision on Gaffney lane was cancelled. The applicant withdrew her application.

### **PLANNING BOARD**

Minutes of November 5, 2015 were received.

Mr. Calcagno is working on a minor subdivision between the Certified reports building and The Flammerie building.

### **COMPREHENSIVE PLAN UPDATE**

The committee is reviewing the result of the survey.

### **HISTORIC PRESERVATION COMMISSION**

Paul Calcagno is working with the Preservation Commission on restoring the façade of the front of the old Century 21 storefront on Broad Street. He has obtained the original façade to the building that was stored in someone's garage.

The commission discussed the process of issuing a COA (Certificate of Appropriateness) to an applicant and when the COA is signed off on. Trustee Puckett explained per the Code the applicant goes before the HPC, once the HPC approves the application the HPC signs the COA at that time the Code Enforcement job is to insure the applicant follows the project and the guidelines of the COA that was approved by the HPC including building codes.

Trustee Phillips discussed a CO (Certificate of Occupancy). He stated a CO needs to be issued on the property for the assessment of the property to be on the tax roll.

## **ECONOMIC DEVELOPMENT DIRECTOR**

The monthly Economic Development Report was received.

Person of color Cemetery-Waiting on a response if the Kinderhook African-American Cemetery will be nominated to the National Register of Historic Places.

Naming of Village Hall 2<sup>nd</sup> Floor- Renee is working on ideas for naming of the village hall 2<sup>nd</sup> floor. A discussion of holding a contest or have a donation received for naming rights was discussed.

Village Welcome letter-Renee received approval from the village board to have the welcome letter she drafted for new village residents printed on letter head and mailed to new residents of the village. A new resident tab could be created on the village website posting the letter and any other information that could be helpful for a new village resident.

Main Street Grant-Renee forwarded the village board a link to review the Main Street Program. She interviewed property owners if they would be interested in the applying for the Main Street Grant Program. This is a 50/50 matching grant with the property owners. The village will be responsible for the administration of grant. Renee spoke with Cristal Loeffler from OCR on the eligibility of the village. The village board will review the information on the link and send Renee their suggestions.

## **CORRESPONDENCE**

Robert Sherwood, President of Kinderhook Bank gave Trustee Phillips a book that was inscribed to the village on December 11, 1924; Colombia County in the World War. Trustee Philips would like the village to keep the book in the safe and request the opinion of the Village Historian, Ruth Piwonka if the book should be donated to the Columbia County Museum or be kept in the village hall.

## **VILLAGE HALL**

Village hall 2<sup>nd</sup> floor-Renee received estimation from Wemitt's Wood Flooring for \$5,200.00 to redo the floor of the 2<sup>nd</sup> fl of the village hall. Trustee Puckett would like to see other repairs completed first before refinishing the floor. He inquired if the insurance company would be fixing the walls from the water damage. Trustee Phillips will be meeting with the insurance company this Friday and will request what the insurance company will be covering and inform the village board. He will also discuss the new placement of the opening to the attic.

Village Hall Roof-Trustee Puckett and Marilyn Kaplan will be meeting with Carl from MSI on Monday to address the last few items. Mayor Weaver requested a letter from Marilyn that she conducted a final inspection of the roof.

The Copula will need to be the next project the village board would need to discuss. Trustee Leiser will discuss with the DPW if there is any work needed on the copula that they are able to do.

Village Hall Bathrooms-the village received a grant from NYS Court Grant Administration for or \$22,500.00. Trustee Puckett spoke with Bill Wallace from Wallace Design to convert the village's 2 bathrooms into one ADA compliant. Trustee Puckett will speak with Glenn concerning code requirements.

### **WASTEWATER COLLECTION PROJECT**

Mr. Lloyd from Office of Community Renewal conducted an audit on the village records for the grant funds received for the wastewater project. The audit was a requirement to close out the project. A finding that could be addressed before the audit is written is to have the village adopt a resolution for a Grievance Procedure under the Americans with Disability Act. There were a three other small items that the village will address in the response letter. (not using an interest bearing account, using their filing system, separation of duties) They can be corrected if the village were to receive any future OCR grant funds. The village did very well on the audit and Mayor Weaver thanked Jim Dunham and Nicole for the work completed and attending to the audit with Mr. Lloyd.

Trustee Murphy made the following resolution seconded by Trustee Puckett. All voted "aye".

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Village of Kinderhook. Employment related complaints of disability discrimination are covered elsewhere, in policies available from the human resource office of the Village of Kinderhook.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. No particular format of the complaint is required. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted in writing by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Code Enforcement Office/Zoning Enforcement Officer  
Village of Kinderhook  
PO Box 325  
Kinderhook, NY 12106

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or

audio tape. The response will explain the position of the Village of Kinderhook and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt to the response to the agency head or his/her designee.

Within 15 calendar days after receipt of the appeal, the agency head or his /her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with the agency's final resolution of the complaint, or indicating that the matter has been returned to the ADA Coordinator for further action. If further response is indicated, the complainant will be contacted within 15 calendar days.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the agency head or his/her designee, and responses from these two offices will be retained by the Village of Kinderhook for at least three (3) years.

### **APPLICATIONS**

Mayor Weaver made a motion to approve the request from The Kinderhook Reformed Church to place a sign from January 25<sup>th</sup> to February 8<sup>th</sup> advertising for a concert by David Smith at The School Gallery; seconded by Trustee Phillips. All voted "aye".

### **RECREATION COMMISSION**

The committee decided due to the mild winter the ice skating rink will not be installed this year.

The recreation committee submitted the financial report on the events hosted by the recreation commission requested by Trustee Phillips. Trustee Phillips thanked the committee for the report and noted it is a good tool for residents to see what it costs to hold each event.

### **KBPA**

KBPA will be hosting their annual social on February 23, 2016 at 7:00 pm at DYAD.

### **TAXPAYER TIME**

Trustee Puckett made a motion to send Dave Booth to training for Pesticide Application at Cornell Cooperative session in Rensselaer County on February 9, 10, 11, 16, 17, and 18 for \$360.00; seconded by Trustee Leiser. All voted "aye".

Chuck Rothermel asked the following questions:

Q: How much is the new the backhoe?

A: \$82,998.00

Q: How much will the village receive in insurance on the backhoe?

A: \$29,995.00

Q: How much will the village finance for the backhoe?

A: \$53,000

Q: Chuck stated the fire truck reserve fund has \$19,000 he wanted to know if more was going in this year and wanted to make sure the funds did not go into the remainder of the budget.

A: Trustee Phillips stated he placed \$25,000 in the budget to go into the fire truck fund; as long as there are no additional repairs to the fire truck he will have the entire \$25,000 transferred into the reserve account at the end of the fiscal year. If there are more repairs to the fire truck and he has money remaining in his .4 of the firehouse he will transfer what he has up to the \$25,000.

Q: When will the minutes on the village website be updated?

A: Nicole will send them to the web master tomorrow to have them updated.

Mayor Weaver made a motion to end the village board meeting and enter into executive session to discuss litigation and personnel at 9:15 pm; seconded by Trustee Leiser. All voted "aye".

No motions were made.

Mayor Weaver made a motion to adjourn executive session and the village board meeting at 9:30 pm; Trustee Leiser. All voted "aye".

Respectfully submitted,

Nicole H. Heeder  
Village Clerk