

Minutes
Regular Monthly Village Board Meeting
Wednesday, September 21, 2016

Present: Mayor James Dunham Trustees: Richard Phillips
Dale Leiser
Trustee Puckett (absent during court audit only)
Robert Baumeister

Also attending: Larry Eisen; Nick Eisen; Renee Shur; David Booth; Andrew Pellettieri; Kim Gray and Emelia Teasdale, the Columbia Paper.

ANNUAL AUDIT OF THE COURT CLERK BOOKS

The village board conducted the annual audit of the court clerk's books for the time period of June 1, 2015 through May 31, 2016. Appendix D of the State Comptroller's General Record-Keeping requirements for village justice courts was used to conform to audit regulations. The village board found all records to be in satisfactory order.

ANNUAL AUDIT OF THE VILLAGE CLERK BOOKS

The village board conducted the annual audit of the village clerk's books for the time period of June 1, 2015 through May 31, 2016. Appendix A of the State Comptroller's General Record – Keeping Requirements for Chief Fiscal Officers was used to conform to audit regulations. The village board found all records to be in satisfactory order.

TAXPAYER TIME #1

Traffic Sign-Mr. Pellerteri inquired about the use of a traffic speed sign. He would like to request one to be used on Hudson Street. He is aware of the traffic study being conducted but felt the sign self-educates a person if they are speeding. Mayor Dunham would like to wait until the study is completed before moving forward with options without the recommendations from the engineers.

Lion's Club sign-Trustee Puckett questioned if the Lions Club sign that is on the same post as the village sign entering into the village from Hudson takes away from the village sign. He is a former Lions Club member and supports them but does not feel this is an appropriate place for the sign. Mayor Dunham believes this is a DOT sign and will call and clarify.

Jewish Holiday-Larry Eisen requested the village board consider changing the October 12, 2016 regular monthly village board meeting in observance of Yom Kippur. Mayor Dunham moved the regular monthly village board meeting to Wednesday, October 19, 2016 at 7:30 pm.

Corn Debris-Renee Shur observed the corn debris flying out of the uncovered farm trucks and speeding in the village. Mayor Dunham noted farming/agricultural has very few regulations but we may be able to address the speeding. Trustee Phillips will speak with Phil Giltner who works for Aggs and Market to see if there are any guidelines to have the farmers cover their trucks and report back to the village board.

MINUTES

Trustee Phillips made a motion to approve the minutes of August 10, 2016 regular monthly village board meeting; seconded by Trustee Leiser. All voted "aye". A motion made by Trustee Baumeister approving the minutes of August 17, 2016 workshop on the Village Hall; seconded by Trustee Phillips. All voted "aye". Trustee Leiser made a motion approving the minutes of

August 31, 2016 and September 12, 2016 special meetings on the DPW Highway Garage; seconded by Trustee Baumeister. All voted "aye".

BUDGET AMENDMENTS

A motion made by Trustee Phillips approving the following budget amendments presented by the Treasurer; seconded by Trustee Baumeister. All voted "aye":

| <u>FROM</u> | <u>TO</u> | <u>AMOUNT</u> |
|--|--|---------------|
| A.5110.1 Street Maint Personal Service | A.5410.1 Sidewalks Personal Service | \$ 33.13 |
| A.1990.4 Contingent | A7310.1 Youth Program Personal Service | \$ 200.08 |
| A.5110.1 Street Maint Personal Service | A.8170.1 Street Cleaning | \$ 169.01 |
| A.5110.1 Street Maint Personal Service | A.8560.1 Shade Trees Personal Service | \$ 450.00 |
| A.1990.4 Contingent | A.9040.8 Worker's Compensation | \$1,257.25 |

ABSTRACT

A motion made by Mayor Dunham to pay Harkins Mechanical for the work performed on the waterline in Kinderhook Creek but keep it on office hold until they restore and seed Steve Bean's property along the creek. Mayor Dunham would like to confirm with Mr. Bean his property is in satisfactory order. The motion was seconded by Trustee Leiser. All voted "aye".

A motion made Mayor Dunham to pay the monthly bills in the amount of \$249,626.36; seconded by Trustee Phillips. All voted "aye".

TREASURER'S REPORT

Trustee Phillips made a motion approving the monthly Treasurer's Report; seconded by Trustee Puckett. All voted "aye".

FIRE DEPARTMENT

Monthly Officer's meeting minutes were received with the fire incidents reports. Larry reported 4 calls, 2 drills and 1 detail. All firemen were informed of the policy adopted by the village board on August 10, 2016; seat belt usage in the fire apparatus is mandatory; zero tolerance policy (alcohol and drugs) for apparatus driver and no cell phone use and/or texting messages by apparatus driver.

All injuries are to be reported immediately to a line officer and they are to be submitted under worker's compensation not their personal insurance.

Town of Kinderhook Contract-On behalf of the village, Fire Commissioner, Trustee Phillips will request a 2.5% increase to the Town Contract for the area our fire department covers.

DPW

DPW Garage-The DPW worked on the ballards, installed the insulation and worked on the apron to the garage. One Way Construction sheet rocked and added one coat of mud. Trustee Leiser noted Ray Jurkowski reviewed the plans looking for areas to save money. The village can save \$2,500.00 by removing the gutters and use snow birds. A five foot strip can be used over the front entrance door. Changing the safety bar doors out with regular doors and returning unused insulation plus removing the vinyl flooring in the bathroom will save the village additional money. Trustee Leiser made a motion to approve the changes allowing for credits to the contract; seconded by Trustee Baumeister. All voted "aye"

Water Department-The DPW is currently working with Rural Water on the GPS mapping of the water curb stops.

Street signs-Chris DeGraff from the Columbia County Highway Department rode around the village with Dave Booth and noted where signage is not up to code. Break away poles, correct sizing of signs and the height of signs need to be addressed and brought up to code. Sections of streets will need to be done as the distance between signs has been changed.

Flushing of hydrants-Is scheduled for October 12th, 13th and 14st.

Shoulder by Bridge- The village is receiving three quotes to have the shoulder of the road along Hudson Street by the entrance to the pumphouse paved before winter. CHIPS money may be applied for. Mayor Dunham is requesting prior approval to go with the low bidder to have the work performed. Trustee Baumeister made a motion to have Mayor Dunham go with the low bidder to have the work performed; seconded by Trustee Phillips. All voted "aye".

Leaf Pick Up- will start on Monday, October 17th.

William Street-Mayor Dunham has started a capital projects on long term costs of the projects needed completed. He would like to move forward on the William Street project. He will contact Hudson Valley Engineering to review their previous engineering proposal of \$36,000.

Chip Sealing of Albany Ave, Gaffney Lane, James Lane, Van Buren Drive- Bernie Kelleher, Superintendent of Columbia County Highways, recommended fog sealing the newly chip sealed roads. This will give a tack coat with extra sealing to the road for an extra layer of protection at a cost of approximately \$3,000.00. The striping of the roads will be held until the fog sealing is completed. The fog sealing is eligible for chips funds.

County Snow Plowing-Trustee Puckett made a motion to have the county plow County Rt. 21 for the 2016 winter season; seconded by Trustee Leiser. All voted "aye"

Part time DPW man-Jim is requesting to have the village DPW part time man assist the Town with the paving of the back of the post office. The paving is a correction needed from the sewer project. Trustee Phillips made a motion to hire Nate Becker on 9/22/16 to assist with the paving; seconded by Mayor Dunham. All voted "aye".

CODE ENFORCEMENT OFFICER

Glenn was not feeling well and was unable to attend the meeting. His monthly CEO/ZEO report was received with \$1,953.05 of permit fees collected.

TREE FUND

One more tree will be planted in the spring the type of tree is out of stock.

TRAFFIC CALMING STUDY

The committee interviewed and selected WSP Parsons Brinckerhoff to conduct a traffic calming study on five village streets. Trustee Baumeister feels Catskill View should be added to the list. Trustee Baumeister made a motion to amend the \$10,000 contract with five streets and add Catskill View at an approximate additional \$1,000.00; seconded by Trustee Leiser. All voted "aye".

CLIMATE SMART COMMUNITIES

A speaker from NYSERDA will be at the Town Hall if anyone would like to attend on 9/22/16.

INSURANCE

DPW Costs from fire-Invoices are being submitted to Matt Sherman for reimbursement.

Cyber Security Policy-Trustee Phillips will ask the village insurance agent to assist the village in completing the application for the cyber security policy.

BANNERS

Trustee Phillips made a motion to deny the Lion's Club request to display permanent banners; seconded by Trustee Baumeister. All voted "aye".

ZONING BOARD

No meeting held.

PLANNING BOARD AND COMPREHENSIVE PLAN UPDATE

Marc Browne reported the Planning Board held a public hearing on the Comprehensive Plan update. No public comment was received they made a motion to submit the plan to the village board for review and for the village to hold a public hearing. A joint letter from the Planning Board and Comprehensive Plan Committee was received recommending that the Village Board approve Comprehensive Plan Update. Nan Stolzebeg has completed the SEQR document for the village board. If any village board members have comments they will need to be given to the planning board by their Oct. 6 meeting. The village board will set a public hearing at the November meeting to be held before the December village board meeting. Trustee Puckett feels we should mention Martin Van Buren as Kinderhook is his birth place.

HISTORIC PRESERVATION COMMISSION

Minutes of July 21, 2016 were received.

A workshop on 1 & 3 Church Street was discussed. The framing of the houses were previously approved siding and windows were discussed in the workshop.

ECONOMIC DEVELOPMENT DIRECTOR

The EDC Director monthly's report was received.

Lighting Study Grant-Mayor Dunham is working on signing the contract on the grants gateway website. Sage Engineering is revising the scope of work to be within the money allotted for the study.

Kinderhook Creek Access-Renee and former Trustee Murphy would like to receive letters of support from communities' along the creek to designate Kinderhook creek as a designated inland waterway.

Fee for use of 2nd fl for DIY workshops-Renee inquired if each vendor would need to pay a fee to the village if they were to participate in her DIY events. Each vendor would charge a resident to attend but EDC is hosting the event. Trustee Phillips would like Renee to receive more information for the village board to vote. He feels each vendor will need an insurance certificate.

DONATION LETTER

Village Historian is requesting the village give a donor a letter for tax purposes. The village attorney drafted a letter for the donor and a resolution for the village to accept a donation. Trustee Puckett reviewed the letter and the resolution and felt something simpler could be done. Mayor Dunham will review with the village attorney for better clarification of what is needed.

PAYROLL

The village board previously approved implementing a bi-weekly payroll. At this time moving to an updated software program and having direct deposit was being considered to be completed at the same time. The office has not had time to implement all the changes wanted. Trustee Puckett requested bi- weekly payroll by done starting January and add direct deposit at a later time.

DELINQUENT VILLAGE TAXES, WATER & SEWER ACCOUNTS

Total unpaid village taxes for the 2016-2017 fiscal year is at \$11,342.39. A total of unpaid taxes from the oldest tax of 2009 until 2016 are \$29,568.08.

Unpaid accumulative water is \$4,624.68 and accumulative late sewer is \$4,420.43.

Mayor Dunham will request a meeting with the village attorney to discuss what avenues the village may proceed to collect funds owed to the village.

VILLAGE HALL

Copula Repair-Trustee Leiser will have One way Construction inspect the Copula on the village hall to see what repairs need to be done.

2nd floor Ceiling Repair-The village requested three quotes from Ken Neilson, Mike Urbaitis and Jeff Pizza to repair the ceiling of the 2nd floor before the concert on October 29th. The village will be receiving approximately \$18,000 in insurance monies to cover the repairs due to the water damage. One quote was received from Mike Urbaitis for \$19,500 to repair and prime the walls and ceiling of the 2nd floor. Trustee Puckett made a motion to accept Mike Urbaitis quote to repair and prime the 2nd floor of the village hall; seconded by Trustee Baumeister. All voted "aye".

Troopers Entrance-Trustee Puckett will request proposals from contractors for the replacement of the entry way door into the state troopers.

Village Hall bathrooms-Mayor Dunham is requesting approval of change order #2 to modify the door entering into the CEO/ZEO office for \$400.00 and change order #3 removal of the rot along the sill for \$700.00; seconded by Trustee Baumeister. All voted "aye".

Other work-Trustee Puckett requested the DPW paint the village hall before winter. Trustee Leiser will have the DPW schedule the painting of the village hall.

VILLAGE CLOCK

The village owns the clock in the Kinderhook Reformed Church. As repairs are being done to the church the clock will be refaced at \$200.00 per face. A percent of the lift costs used for the church repairs will be charge to the village. Mayor Dunham believes approximately \$400.00 will be charged to the village for the lift.

NYCOM CONFERENCE

Mayor Dunham and Village Clerk/Treasurer Heeder attended several classes offered by NYCOM. Mayor Dunham stated five policies are mandatory and the village has 4 in place. The village will need to adopt violence in the work place policy.

SIDEWALK LINK PROJECT GAFFNEY LANE TO VILLAGE LINE-TAP FUNDS

Jim estimated the cost to install as sidewalk from Gaffney to the village line to be \$350,000 project. With the TAP funds that could be applied for the village would need to pay approximately \$70,000.00. Jim noted there is not a pedestrian generator at the south end of the village and there are other priorities in the village needed like William Street and Albany Ave. The village board decided not to apply at this time due to other priorities needed in the village.

WATER COLLECTION PROJECT

Meter at pump station-Jim is proposing Emmons to purchase and install an add on panel that will give a definite volume of gray water sent to Valatie. Trustee Puckett made a motion to have Emmons install an add on panel for \$2,161.00; seconded by Trustee Leiser. All voted "aye".

Doug Clark has been in contact with Mayor Dunham and is working on receiving a reimbursement of about \$7,000.00 for the first meter purchased.

APPLICATIONS

A motion made by Trustee Puckett approving the following applications; seconded by Trustee Leiser. All voted "aye".

- a. V.E.R.A. is requesting a sign in the Village Square to advertise their Artisan Fair from 9/24-10/8
- b. KBPA is requesting the Village Square on 10/15,10/22,10/29 to extend the Farmer's Market
- c. Little Owls Adventure is requesting Village Hall 2nd fl on 11/22 from 11 am-3:30 pm
- d. Little Owls Adventure is requesting Village Hall 2nd fl on 12/22 from 7:30 am -2:30 pm
- e. Little Owls Adventure is requesting Village Hall 2nd fl on 4/13/17 from 7:30 am-2:30 pm
- f. Little Owls Adventure is requesting Village Hall 2nd fl on 5/5/17 from 7:30 am-2:30 pm
- G. Little Owls Adventure is requesting Village Hall 2nd fl on 6/14/17 from 7:30 am-2:30 pm
- H. Concerts in the Village is requesting Village Hall 2nd fl on 10/28 and 10/29
- I. Jehovah Witnesses is requesting the Village Hall 2nd fl on December 10, 2016 from 3-10 pm
- J. Kinderhook Memorial Library is requesting the Village Hall 2nd fl on 12/27 from 1-3:30 pm
- K. Lorraine Michaels Dance is requesting the Village Hall 2nd fl; 9/9-10/28 from 5-9 pm
- L. Lions Club is requesting to sell tickets during the farmer's market on village property (corner of bank or green space in front of village parking lot)

RECREATION COMMISSION

Copeland Coating is refinishing the tennis courts.

Community night was well attended several vendors were henna tattoos, face painting, pony rides, rock climbing wall, DJ and the girl scouts sold food.

Halloween-Trustee Puckett requested the Recreation Commission consider moving the Halloween party the evening of Halloween for more participants.

KBPA

Fall Festival is scheduled for October 8, 2016 in the village square.

Executive Session

A motion made by Mayor Dunham to close the regular monthly board meeting and enter into executive session at 9:46 pm on personnel; seconded by Trustee Puckett. All voted "aye".

Mayor Dunham made a motion to pay prevailing wage rates to Dave for the work he performed thru Thursday and to Robert for his work performed thru Monday on the highway garage; seconded by Trustee Leiser.

All voted:

Mayor Dunham "aye"

Trustee Leiser "aye"

Trustee Puckett "aye"

Trustee Phillips "nay"

Trustee Baumeister "nay"

Trustee Puckett made a motion to close executive session and adjourn at 10:21 pm; seconded by Trustee Baumeister. All voted "aye".

Respectfully submitted,

Nicole H. Heeder
Village Clerk