

## **Regular Monthly Board Meeting**

**HELD ON MAY 18, 2020** (Due To COVID-19 Pandemic)

**PRESENT:** Mayor, Clarence Speed; Trustees; Douglas Cropper, Barbara Sagal, Laurence Ostrander, Brian Johnson; Acting Clerk/Treasurer Christine Speed, Carol Pickens, Web Manager Matthew Perry. Additionally, present were Attorney Robert Fitzsimmons & Columbia County Controller/Auditor Ron Caponera via Zoom)

### **MEETING RULES OF PROCEDURE WERE READ ALOUD**

**MOTION:** to approve the minutes of the previous meeting was made by Trustee Cropper, seconded by Trustee Ostrander. ALL AYES, NO NAYS.

**MOTION:** to approve the Treasurer's Report was not made due to its unavailability at the current time.

**MOTION:** to approve payment of bills (General, Water, Sewer, Library, Trust & Agency, Summit Lake, and Health Care Deductible Abstract #12) made by Trustee Sagal, seconded by Trustee Ostrander. ALL AYES, NO NAYS

**PUBLIC REQUESTS:** No public was in attendance due to the Covid-19 Pandemic and social distancing restrictions place on open meetings.

**ATTORNEY FITZSIMMONS:** He reported working on ongoing projects and had nothing new to report.

**CLERK/TREASURER REPORT:** Given by Christine Speed. Office tasks as well as all monthly and quarterly reports are still in the process of being completed with the help of the County Controllers office and CPA Bob Patterson. All tasks from Feb – April have had to be redone at The Controllers recommendation due to errors and inaccuracies. (Bank statements, accounts receivable, accounts payable, payroll, etc.) We are continuing to follow all Columbia County Social Distancing measures and the office remains closed to walk ins at this time. Water bills went out on April 1<sup>st</sup> and were due by the end of the month without penalty. Due to the Covid-19 crisis the normal 2% late penalty is not currently being applied. Village elections have been rescheduled to Tuesday, September 15<sup>th</sup>. Only petitions returned by the original February 13<sup>th</sup> deadline will be included on the ballot. The office will be closed on May 25<sup>th</sup> for the Memorial Day Holiday.

**POLICE REPORT:** Given by Deputy OIC Jeremy Huyck. The Police received 11 complaint reports, issued 0 UTT's, and made 0 arrests. Mayor Speed requested that the Police Department start documenting unregistered vehicles and unmaintained properties while on patrols. He is looking get a list so that The Village can begin to require property owners to get these properties cleaned up.

**LIBRARY REPORT:** Given by Trustee Sagal, a copy of the full report is available in the office for review.

**COMMUNITY CENTER REPORT:** Given by Trustee Cropper, as submitted by Director Veronezi.

**Facility:** The center has been checked regularly during the month for security purposes.

Thanks to DPW for painting the interior door of the center and cleaning the garden area.

**Programs:** I met via Zoom with Linda Tripp and Anna Siobhan Harrod-McGrew educators from Cornell Cooperative Extension of Columbia and Greene counties to discuss Summit Lake Explorers Adventure. We set a tentative date for August 10-14 pending the status of a return to normalcy. Activities, age group, and funding were considered. The new program leader and assistants have been working on creating a manual to be used at the community center. Projects, guidelines and resources are being included in the manual. The manual will be able to be used in the future. Stay well. Julie Veronezi

**SUMMIT LAKE AND ITS WATERCOURSE (BOA) REPORT:** Given by Carol Pickens, as submitted by Sally Baker, a full copy of the report is available in the office for review.

**REPORT SUMMARY:** Final drafts of the Philmont Rising work plans and budgets for the Local Waterfront Revitalization Program (LWRP) and the Brownfield Opportunity Area (BOA) grants were completed in April by PBI in consultation with the state funding agencies. The drafts were reviewed in a Co-Chair meeting held in April using Zoom with Trustee Ostrander and Trustee Sagal; the drafts were provided to the village attorney for comments. Grant contracts are expected from the state sometime in June based on these final drafts. Subarea 4 and Subarea 1 Working Groups held meetings using telecommunications and Zoom in preparation for the 1st drafts of the upcoming RFP (Request for Proposals) PBI is assembling for the project to hire architect and engineer consultants for the selected sites and project scope. The RFPs are expected to be finalized by mid-July and at that time will be made available to the Village and the state funding agencies for review and comments.

Residents and business owners are welcome to join a Working Group and can sign up to participate in online Zoom meetings by contacting PBI at [info@pbinc.org](mailto:info@pbinc.org).

**MAYOR SPEED:** Reported that he dealt with 3 to 4 weeks of calls and complaints from local funeral directors and coroners regarding issues during the past Registrar failing issue burial permits and death certificates in a timely manner. The problem has been straightened out with new registered Registrars. The Mayor gave a special thank you to Ron Caponera and Bob Patterson for helping the Village fix the issues we are dealing with.

**TRUSTEE JOHNSON:** He first gave the DPW/WA/SW reports; full copies of these reports are available in the office for review. He reported working with Superintendent David Siter on getting grinder pumps for the Sewer Plant.

**TRUSTEE OSTRANDER:** No Fire Company report was available as they not been able to have a meeting since February, due to this no new officers have been appointed yet. Trustee Ostrander reported that he attended a Zoom meeting with PBInc. & Sally Baker. Trustee Ostrander made special note of Philmont Police Officer Ryan Maisenbacher and his actions at the May 13<sup>th</sup> structure fire at 137 Main St. He commended Officer Maisenbacher for his bravery and for going above and beyond at the scene as he was one of the 1<sup>st</sup> to arrive.

**TRUSTEE SAGAL:** First gave the Library report provided by Director Tobi Farley, full copies are available in the office. Trustee Sagal reported attending the Library Board meeting and a PBInc meeting via Zoom.

**TRUSTEE CROPPER:** Reported dealing with daily issues and calls. Trustee Cropper spoke with Debra Gitterman regarding going forward the NYSERDA grant. He worked on DOH issues with Dave Siter and they both continued with planning of upcoming projects. Trustee Cropper gave a brief explanation of a Community Center Manual that will be a curriculum of activities, this is still in the planning stages.

## CORRESPONDENCE LIST PROVIDED TO THE PUBLIC

### MOTIONS AND RESOLUTIONS:

**MOTION** to move money within accounts as needed, was made by Trustee **JOHNSON**, seconded by Trustee **SAGAL**. ALL AYES, NO NAYS

**MOTION** to spend \$28,280.30 from the Debt Service Reserve Account for payment of the DPW Garage Bond, was made by Trustee **JOHNSON**, seconded by Trustee **OSTRANDER**. ALL AYES, NO NAYS

**MOTION** to accept with regret the resignation of Karen Garafalo as a member of the Zoning Board of Appeals and as Election Worker effective immediately; was made by Trustee **SAGAL**, seconded by Trustee **CROPPER**. ALL AYES, NO NAYS

**MOTION** to reappoint Rick Kellerhouse as a member of the Philmont Planning Board for a 5yr term to expire on March 1, 2025, effective immediately, was made by Trustee **CROPPER**, seconded by Trustee **JOHNSON**. ALL AYES, NO NAYS

**MOTION** to reappoint Robert MacFarlane as chairperson of the Philmont Planning Board for a 1yr term to expire on March 1, 2021, effective immediately, was made by Trustee **SAGAL**, seconded by Trustee **OSTRANDER**. ALL AYES, NO NAYS

**MOTION** to reappoint Michael Pewtherer as a member of the Philmont Zoning Board of Appeals for a 5yr term to expire on March 1, 2025, effective immediately, was made by Trustee **SAGAL**, seconded by Trustee **CROPPER**. ALL AYES, NO NAYS

**MOTION** to reappoint Kurt Basl as chairperson of the Philmont Zoning Board of Appeals for a 1yr term to expire on March 1, 2021, effective immediately, was made by Trustee **OSTRANDER** seconded by Trustee **SAGAL**. ALL AYES, NO NAYS

**MOTION** to appoint Monte Jennings as Election Inspector to fill the vacated position of Karen Garafalo, for the September 15, 2020 Village Elections to be held in the Village Meeting Hall from 12:00 noon to 9:00 PM at the daily rate of \$120.00, was made by Trustee **CROPPER**, seconded by Trustee **SAGAL**. ALL AYES, NO NAYS

**MOTION** to authorize Mayor Clarence Speed to sign the contract with CPA Robert Patterson for financial services for the Village, was made by Trustee **JOHNSON**, seconded by Trustee **OSTRANDER**. ALL AYES, NO NAYS

**MOTION** to authorize Mayor Clarence Speed to execute the Union contract and Memorandum of Agreement between the Village of Philmont and the UPSEU union for the time period of January 1, 2020 to December 31, 2022, and pay any applicable retroactive payments due, was made by Trustee **JOHNSON**, seconded by Trustee **OSTRANDER**. ALL AYES, NO NAYS

**MOTION** to hire Carol Pickens as Clerk/Treasurer/Registrar (7 hours a day/5 days a week) effective May 18, 2020. was made by Trustee **SAGAL**, seconded by Trustee **CROPPER**. ALL AYES, NO NAYS

**MOTION** to hire Christine Speed as Deputy Clerk/Treasurer/Registrar (6 hours a day/5 days a week) effective May 18, 2020 was made by Trustee **JOHNSON**, seconded by Trustee **OSTRANDER**. ALL AYES, NO NAYS

**UNFINISHED BUSINESS:** Ron Caponera reported to the Board on his findings after looking into the books. He spent a week and half looking at cash accounts and analysis. Mr. Caponera noted that he was impressed with the Villages finances for such a small municipality. He is preparing the 2020/2021 Budget Draft and it will be kept the same as 2019/2020 with the exception of a few changes. He stated that no tax increase is proposed for the upcoming budget and that Property Tax values are up by \$307,335.00. He also noted that no increase in water/sewer rates was needed. At this point lengthy discussion was had by the Board, Mr. Caponera and Attorney Fitzsimmons regarding the lowering of the sewer rates now that the Sewer Plant Debt Service Bond has been paid in full. The Board will continue to look into the sewer account and upcoming requirements at the plant, a decision on the ability of lowering rates will be made at a later date.

**NEW BUSINESS:** Trustee Johnson contacted Code Enforcement Officer Lee Heim earlier in the day regarding the Fado property at 137 Main Street. He noted that no clean-up has been done at the property since the fire, it is unsafe and needs to be secured and removed. After lengthy discussion about the options and costs to have the building demolished and removed by the Village, it was agreed that Mr. Fado needs to make a good faith effort to board up the windows and clear the broken glass. Trustee Johnson will continue to work with Lee Heim in regards to the property and public health and safety.

Trustee Johnson remarked on having recent contact with Village Engineer Ray Jurkowski regarding the booster pumps at Summit Heights.

Trustee Sagal questioned the use of the money budgeted for Grants in the general fund. She wants to look into the possibility of using this money for the BOA Grant match.

Trustee Ostrander questioned the pool water company tanker truck that has been seen filling up at a hydrant recently. Trustee Johnson will speak with Dave Siter about handling the issue.

**MOTION TO ADJOURN** in Memory of all Covid-19 victims and Mary Louise Garrison; was made by Trustee **Cropper**, second by Trustee **Johnson**.

Respectfully submitted,

Christine A Speed  
Acting Clerk/Treasurer