

Regular Monthly Board Meeting

Monday July 13, 2020

Present Mayor Clarence Speed, Trustees Doug Cropper, Barbara Sagal, Brian Johnson, Larry Ostrander, Clerk/Treasurer Carol Pickens, Web Manager Matt Perry. Attorney Robert Fitzsimmons was present remotely.

Motion to approve the minutes from the previous Special Meeting made by Trustee: Larry Ostrander, 2nd by Trustee: Barbara Sagal. All Ayes, No Nays

MOTION to approve the Treasurer's Report made by Trustee: Douglas Cropper, 2nd by Trustee: Barbara Sagal. ALL AYES, NO NAYS

Motion to approve the payment of bills (General, Water, Sewer, Library, T&A, & Health Care Deductible) from the July 13th Abstract made by Trustee: Larry Ostrander, 2nd by Trustee: Barbara Sagal. All Ayes, No Nays

PUBLIC REQUESTS: None

Attorney Fitzsimmons: No Report

Clerk/Treasurer Report– given by: Carol Pickens

- * The office continues to work daily with Bob Patterson to complete normal tasks; bank statement reconciliation and deposits, accounts receivables and payables, billing, end of month reports and weekly & monthly payrolls. The accountant is currently compiling information to submit the Annual Updated Document (AUD) which is due by the end of the month. We are now completely QuickBooks formatted for all payables & receivables, there are no more paper Ledgers or Journals used for current transactions.
 - * Water/Sewer Bills went out on July 1st and are due without penalty by July 31st.
 - * Annual Village Tax bills for 20/21 are now late and a 5% penalty has been added to outstanding taxes.
 - * The Village Office will continue to be open for official hours Monday – Thursday, 8 -2:30 and Friday 8 – Noon (although we are still here much later than the posted Hours while we continue to move forward) We are following at restrictions and precautions set forth by the NY Forward Business Safety Plan. Summer hours will continue through Labor Day.
 - * We are continuing the payroll set-up process with Hudson Valley Resource Group. We are hoping to have this week's Payroll processed through them, once a test run has been completed and all data is correct.
 - * The office has started the overwhelming records retention task. The hall closet is now used for maps and speaker equipment storage only. The large amount of power tools, hand tools and general repair and painting supplies that were buried in there were returned to the DPW.
- All Payroll and Personnel records back to 1982 have been located. 1982 – 1965 still need to be found as retention for these records is 55 years. We continue to organize, purge and shred as time allows. A large portion of the documentation in the Hall only has a 6-year retention life, there will be 60+ years of shredding that needs to happen. Many Department Heads have already reached out expressing interest in empty filing cabinets

once we are complete with the organization process. Our hopes are to eliminate the number of filing cabinets in the Hall drastically.

Police Report – None

Library Report – given by: Barbara Sagal

Building: We have a volunteer who is going to come and clean-up the grounds. She offered to clean-up shrubs and bushes and the like.

Services: The building has been open for curbside pickup only for 2 weeks. So far so good! Patrons are excited, but it has still been a bit slow, but gradually picking up with the delivery servicing running again for interlibrary loans. The Community Composting Program is not going to happen at the Co-Op. We were just informed that the inspector would not allow more than the scraps of the building itself. He was worried about smells and other problems. They are doing a community garden and have said that we could participate in that somehow. Just not asking/ allowing people to bring their scraps but encouraging them to participate in the garden and learn about composting to do at home. We may take a different direction and work with them on a different project entirely. We had been in discussion with the FarmOn! In Copake about a seed library and starting in the Fall on how to collect and dry seeds to share next Spring and disperse at the library. We can use that as and add on to their program.

Summer Reading programs start next week. You should have received an email. We are starting three challenges. The Fairy garden challenge and has had a few people register in the last few days. Chalk stories will run all Summer. For our yearly reading challenge, we now have a website and app called READSquared for children and adults to log their reading. Please sign up yourselves and family members. It helps our yearly stats.

<http://philmontlibraryny12.readsquared.com/> I reached out the Columbia Land Conservancy on behalf of the County Library Association and they are partnering with us on Summer Story Walks at 5 of their locations (including the lower section of High Falls). We are trying to coordinate one in the village toward the end of the Summer.

We are coordinating virtual Friday morning programs via Zoom with the Hudson and Claverack libraries. They will be at 10am and will include John Farrell (singer), Heidi Bock from the Land Conservancy and a few other programs that need to be confirmed. This will last about least 6 weeks.

OverDrive has a new way for us to purchase items at cost per circ for only our patrons (and Claverack because we share an account). They have no wait time and can all be checked out at the same time. We have used this for items on racial equality and have had a decent usage of 9 eBooks and 11 audiobooks in about two weeks of these books alone.

Grants in process: The following grants are in the process of being written and submitted for consideration. Construction grant for structural issues to the building, adult literacy grant for job support/ training and chrome books and hotspots to loan coordinate with the adult literacy grant and to have to loan to patrons.

Meetings and Trainings: I continue to attend weekly meetings with the directors in the system on updates of government guidance, rule shifts, budget concerns, advocacy, etc.

Community Center Report – Carol Pickens

Facility: The center has been checked regularly during the month for security purposes. The raised beds were planted and being cared for by multiple individuals. Hand sanitizer, masks, notices of guidelines, and a log of individuals entering are now located in the center.

Programs: The document for NY State Dept. of Health was completed and submitted establishing protocols for opening the center on a limited basis. I met with Cornell Cooperative Extension agents about a program to be held in August. The program planning is following the guidelines from NY State. Publicity will be forthcoming. Susannah White and Free Columbia have cancelled the puppet program until next year specifically because the state guidelines state “no puppets” / Amelia McIssac. I attended the new budget process meeting.

Summit Lake & Its Watercourse (BOA) Report – Larry Ostrander

See Attached Report

Mayor Speed: Assisted the DPW with the water break at the sewer treatment plant. He will not be going to Aruba in July.

Trustee Johnson:The village is in need of a new fire pump and presented the attached DPW Report

Trustee Sagal: No Report

Trustee Cropper: Helped Dave Siter with raised beds at the Community Center. Informed that there would be no employees from Work Force America.

Trustee Ostrander: Attended the BOA Board meeting and that the Fire Company was having a cold sub fundraiser.

Trustee Johnson: Attached DPW Report. Fire Pump Estimate of \$20400.00 need to have a public hearing for the fire pump.

CORRESPONDENCE WAS PROVIDED TO THE BOARD MEMBERS

Motions and Resolutions

MOTION to correct DPW employee job titles for Daniel Davis, hire date 10-01-02 and Dale Wheeler, hire date 04-12-05 from laborers to MEO's and to take Mike Scheller off the position of Water/Waste Superintendent made by Trustee Brian Johnson seconded by Barbara Sagal. ALL AYES NO NAYS.

MOTION to hire retired NYS Trooper Eric Buchinsky for the vacant police department position made by Trustee Brian Johnson, seconded by Larry Ostrander. ALL AYES NO NAYS.

MOTION to use the land located at 62 Maple Avenue for pump spills of Roxbury Road Bridge project made by Trustee Douglas Cropper seconded by Larry Ostrander. ALL AYES NO NAYS.

MOTION to spend \$25,000.00 for the new fire pump made by Trustee Douglas Cropper seconded by Barbara Sagal. ALL AYES NO NAYS.

Unfinished Business-Lack of compliance for US Census get applications for the office.

New Business-Reopening of Forest Lake after it is rekeyed. Mayo Speed would like to sell Forest Lake.

Motion to adjourn –made by Trustee Brian Johnson, 2nd by Barbara Sagal All Ayes, No Nays.

Respectfully submitted,

Carol Pickens

Clerk/Treasurer

Village of Philmont

