

## **Regular Monthly Board Meeting**

Date: 11-09-20

**Present** Mayor Clarence Speed, Trustees Doug Cropper, Debra Gitterman, Brian Johnson, Attorney Robert Fitzsimmons, Clerk/Treasurer Carol Pickens, DPW Superintendent Dave Siter.

**Motion** to approve the minutes from the 10-13-20 Board Meeting made by Trustee Doug Cropper, 2<sup>nd</sup> by Trustee Debra Gitterman. All Ayes, No Nays

**Motion** to approve the Treasurer's Report made by Trustee Brian Johnson, 2<sup>nd</sup> by Trustee Doug Cropper. All Ayes, No Nays

**Motion** to approve the payment of bills (General, Water, Sewer, Library, T&A, & Health Care Deductible) from the October 28th Abstract & the November 9th made by Trustee Doug Cropper, 2<sup>nd</sup> by Trustee Debra Gitterman. All Ayes, No Nays

**Motion** to hire Jennifer Jutkofsky-Pine as the Court Clerk made by Trustee Brian Johnson, 2<sup>nd</sup> by Trustee Debra Gitterman. All Ayes, No Nays.

**Motion** to credit \$75.00 turn off fee and 145.00 consumption charged in error on the James Marsh property 28 Church St., property is vacant and make the account inactive made by Trustee Brian Johnson, 2<sup>nd</sup> by Trustee Debra Gitterman. All Ayes, No Nays.

**Motion** to credit \$145.00 consumption charged in error on the Timothy Simpson property, 29 Prospect, water had been shut off in January made by Trustee Brian Johnson, 2<sup>nd</sup> by Trustee Doug Cropper. All Ayes, No Nays.

**Motion** to set the annual Village Elections for Tuesday, March 16, 2021 from noon to 9:00pm in the Village Hall to elect a Mayor and two Trustees for a two-year term each ad by Trustee Debra Gitterman, 2<sup>nd</sup> by Trustee Brian Johnson. All Ayes, No Nays.

**Motion** to accept Rain Whittaker's resignation as Library Chief Financial Officer and be replaced by David Bolvice made by Trustee Brian Johnson, 2<sup>nd</sup> by Trustee Doug Cropper. All Ayes, No Nays.

**Motion** to do a budget line transfer of \$2000.00 from A1990.4 Contingency to A9010.8 State Retirement, \$1000.00 from G1990.4 Contingency to G9010.8 State Retirement and \$1000.00 from F1990.4 Contingency to F9010.8 State Retirement due to the budget shortfall made by the county controller made by Trustee Debra Gitterman, 2<sup>nd</sup> by Trustee Doug Cropper. All Ayes, No Nays.

**Motion** authorizing Debra Gitterman online access to NYSEG account #1001-1062-519 Street Lighting made by Trustee Brian Johnson, 2<sup>nd</sup> by Trustee Doug Cropper. All Ayes, No Nays.

## **PUBLIC REQUESTS - None**

### **Attorney Fitzsimmons – No Report**

**Clerk/Treasurer Report**– given by Carol Pickens

The office will be closed Wednesday November 11<sup>th</sup> for Veterans Day. It will also be closing at noon Wednesday November 25<sup>th</sup> and reopen Monday November 30<sup>th</sup> for Thanksgiving. All the normal office tasks have been completed, Bank Statements, Accounts Receivables, Accounts Payable, Deposits, Garbage Sticker Sales, etc. Water/Sewer penalties have been assessed to all past-due customers but water shutoff will not occur due to COVID-19. Bid packages for the Waste Water Treatment Plant were opened in the Village Hall on October 30<sup>th</sup>. The low bids were O'Connell Electric at \$153,610.00 for electrical construction and Blue Heron Construction at \$919,500.00 for general construction. The village will need to find addition financing for the project since the DEC grant is \$191,250.00.

**Fire Report** – given by Mayor Speed - see attached report

**Police Report** – given by Chief Vernon Doyle – report is available in the office

**Library Report** – given by Debra Gitterman

### **Services**

Project updates:

1. I have been visiting the Head Start Center once per week to read to the students and support the teachers through ordering and delivering books. We are also supplying each student with a monthly literacy kit. Last week they each received a book, a letter to the parents explaining how the kit will be given each month to support their child's development in language, motor skills and creativity. We will be expanding the program for patrons with pre-school aged children next month in conjunction with our 1,000 books before kindergarten program.
2. The Great Give Back Day was a huge success with 4 dogs and 2 cats adopted and several applications filled out for future adoptions. We also collected lots of supplies for Everlasting Hope Animal Rescue! They were very grateful for the opportunity and would be happy to do it again. The event was also featured on the front page of the Columbia paper!!!
3. At Home Learning Kits - We have received 10 surveys from parents and have 4 sponsored kits including Art Omi, Olana, CLC and Kids Need music and are working on a kit with PBInc/ the Co-Op and another from Tanya Jackson on stop motion animation. Since these kits are being sponsored, we will be able to begin the program mid to late November. We should hear from the Berkshire Taconic Foundation by then to see if we can proceed with more kits. So far parents have asked for things such as the items above and science kits including: a skeleton, microscope, physics – electricity and magnets.
4. Sash Memorial Project – Amelia Toelke reached out to Faith to ask if we would participate in her project of asking people to recreate the iconic VOTES FOR WOMEN sashes. We agreed to start with 12 kits. In three days all the kits were taken and have asked to supply more. The sashes will be returned to the library when complete throughout November and picked up by Amelia to be put in an exhibit.

5. Job skill workshops – we received the funds from the Hover Foundation to begin the job skill workshops in conjunction with Columbia-Community College and the Claverack Library. We had previously been approved for a coordinating grant from MHLS for \$1000 toward the project but were told those funds are not guaranteed. So, we will proceed with the project with the funds from the Hover Foundation and expand when and if we receive funds from the other grant.
6. We are beginning to plan for our annual Christmas Ornament Workshop. This year we will pass out kits with the plans and materials to complete 3 ornaments. The kits will need to be reserved and picked up. We will give a timeframe of one week in December for pick up and ask participants to send pictures of their projects.
7. Staff picks have been popular. We are asking to highlight a patron's book suggestion. We would love to start with a suggestion from a board member. Please let me know if you have a title you would like to recommend. We have had people take out our suggestions and email us to let us know how much they like it. You can see our latest staff picks on the website. <http://philmontlibrary.com/>
8. The census projects were highly successful. Claverack went from a self-response of 36% in 2010 to a self-response of 53.2% - that's a full 17 percentage point increase since 2010. Philmont went from 0.3% to 41.9%. Rebecca Broder from the census said it was the highest percentage point increase in a town in the three counties she works with!! This is just the people who filled in the census forms themselves and did not need to have someone call or come to their home. They anticipate 99.9% of the state completed.

#### Grants and Donations

\$15,000 Town of Claverack

\$3,500 Hover Foundation

\$1,043.56 Book It 5K race share of proceeds

\$995.04 state aid

#### Stats

October 2020 total circ 2,890

October 2019 total circ 3,911 This was higher than usual because we were holding books for Claverack Library patrons while they were closed for two weeks before opening the new library.

OverDrive October 2020-142 checkouts October 2019-209 checkouts. This is due to cleaning up patron records and correcting town codes. Many were incorrectly labeled as Philmont patrons when they were technically Claverack (or other library's) patrons.

#### Meetings/ trainings/ projects

1. The Columbia County Library Association - I have volunteered to become vice-chair of the County Association. Our October meeting discussed how a 20% cut in funding will affect each library's budget. We usually receive \$3000 and certain bills from MHLS paid through our share of the county money. It also paid for all libraries in the county to be able to provide Kanopy to our patrons as a pilot program. Kanopy raised its price for the upcoming year by 500% therefore that program has stopped. Part of the grant application from Berkshire Taconic Foundation includes funds to continue Kanopy for our library and add Hoopla. Thea and I have been discussing investigating how to also share an account for reserving and printing museum passes on demand from home like Chatham does and we will bring it up as a discussion as a county purchase to lower the cost for each library.
2. The County Library Association will be holding monthly virtual Reader's Theater programs. The first was held in October by the leader of the project, Moriah Sears, the director of the New Lebanon Library. We could use people who would like to participate. If you are interested check out the flier on our website and fill out the form that is linked: <http://philmontlibrary.com/>
3. I attended a webinar on Repair Cafés and Tool Libraries. I can't wait to put this into action when we are able to do programs again. Some alternate thoughts presented were to have job coaches have repair times where patrons register for a time slot in person or to hold virtual trainings on one topic of repair such as sewing or jewelry repair. I think we should look into using the shed to house tools for the tool library. They suggested items such as drills that people need infrequently and would be expensive to purchase, I am going to look for a grant that we could use for this project.
4. MHLS Central Library/ Collection Development Committee- this is another committee I am on as a representative from Columbia County. This group drafts the budget and investigates and brings the suggestion of data bases for the system to the DA (directors association). We finally received funds from the state at an anticipated 22% cut and several months late.
5. We have been cleaning up patron records by deleting accounts that had been expired for over 5 years and not been used for at least 7 years and who we know have moved or passed away. As mentioned above we are also correcting discrepancies in addresses, birthdates, and town codes.
6. We have begun the yearly weeding of books that have not been checked out in over 5 years. This makes room for incoming books, leaves breathing room on the shelves, clears damaged items, deletes records of items that have been marked as missing and keeps our collection current and relevant.

#### **Community Center Report – given by Doug Cropper**

**Facility:** Wi-Fi has been ordered for the center. Thanks to Carol Pickens for ordering the router and assisting with the account. This will save a monthly fee. I am currently waiting on an installation date.

**Programs:** The After-School Youth Program on Tuesdays and Thursdays continues.

Sarah Jampol-Auerbach and Monte Jennings have been providing a variety of experiences for the children including pumpkin carving, cooking, crafts and outdoor activities. I contacted the representative from CAVE (affiliate of Mental Health Assoc. of Columbia and Greene Counties) to see what the status of using the center is and was informed that they did not receive grant

funding to continue the program this year so they will not be using the center on Thursday nights. I asked that their storage cabinet and chair be picked up and the key returned. Still awaiting key return.

**COVID Update:** Doug Cropper contacted Taconic Hills Central School and will be notified in the event the school closes.

If the school closes the program will also shut down.

At the current time all staff are monitoring children, staying in contact with parents, and maintaining the tracer log.

**Staff:** A staff meeting was held on October 12. Julie Veronezi, Sarah Jampol- Auerbach and Monte Jennings attended. COVID-19 review and planning for activities took place.

**Summit Lake & Its Watercourse (BOA) Report** – given by Sally Baker

Reviewed the two grant contracts received this month from the Department of State to fund the next steps of the project:

- Brownfield Opportunity Area (BOA) Pre-development Activities
- Local Waterfront Revitalization Program (LWRP) Agawamuck Creek Watershed Management Plan

Completed a preliminary review of the project timelines to assess re-adjustments needed to the scheduling of the grant's scope of work in relation to keeping within compliance of current COVID guidelines: Continued email communications with the BOA project Co-Chairs Trustee Ostrander and Trustee Johnson to review the month's project activities.

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).

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#### **DETAIL NOTES**

**BOA Actions Accomplished:**

**Work continued for the following scope**

- a) Subarea 1: Working Group continued work producing a 3D model and digital topological site plan of site #1 that includes the Community Center and Playground.
- b) Subarea 2: Cultural Resource Inventory is in the last stages of completion. Jessie Ravage, professional consultant estimates a December delivery of the report and inventory aimed at making recommendations to the Village of Philmont for one or more historic districts in the village to advance the Historic & Cultural #3 recommendation of Summit Lake and Its Watercourse BOA Nomination – "Create a Historic Mill District as recommended in the 2002 Comprehensive Plan."
- c) Subarea 4 Working Group continued to address the draft of the upcoming Request for Proposals (RFP) for the Agawamuck Creek and Summit Lake watershed management plan.
- d) Subarea 5: State Historic Preservation Office (SHPO) building inventories research conducted for two BOA selected downtown commercial buildings. 120 Main (aka Bank), and 56 Main (Hopkins House aka Hilltop Hotel) remain in progress including applications for Historic Preservation Tax-Credits in preparation and/or submitted to the State Historic Preservation Office.

**Mayor Speed-** Attended the Pine Haven reception where the Fire Company was awarded a \$10,000.00 check toward the purchase of a new vehicle. Answered numerous complaints and met with Dave Siter concerning DPW issues.

**Trustee Johnson-** Read the attached DPW report and mentioned the bid opening that took place on 10-30-20 for the Waste Water Treatment Plant. David Siter mentioned that leaf blower is repaired and leaf pick-up for the village will resume. He responded to multiple complaints and conducted many final water meter readings.

**Trustee Gitterman-** Has been working with Matt Perry on updates to the village website, installing a link for village residents to sign up for updates. She is also working on a link for the new rental registry. Requested to be an authorized user for the NYSEG Street Lighting account and will be reporting back to NYSEG to get the village street lights converted over to LED lighting.

**Trustee Cropper-** Attended the meeting with Pine Haven with David Siter and Rob Fitzsimmons about the planned facility expansion and the procedures for the village providing water and sewer services to it. He followed up on the vehicle problems on Summit Street and addressed them with Vernon Doyle and Lee Heim. He will be attending the Community Day meeting on 11-10-20. Met with Dave Siter and Julie Veronezi about concerns at the community center, probably needing a new roof in the spring, etc.

**Trustee Ostrander-** No Report, on vacation

**Unfinished Business-** Waste Water Treatment Plant, BOA Grant, Street Lights, Purple Heart Community Signage

**Motion to adjourn** –made by Trustee Doug Cropper, 2<sup>nd</sup> by Trustee Brian Johnson. All Ayes, No Nays.

VILLAGE OF PHILMONT

NOV 2020 DPW REPORT

PICKING UP LEAVES

MOWING AND LEAF BLOWING

REPAIRING LEAF VACUUM ( HEAD GASKET , RADIATOR )

SERVICED TRUCKS AND PLOWS

BLACKTOPPED AND PATCHED STREETS WITH HELP  
FROM GREENPORT

PREPARING FOR WINTER

WATER AND WASTEWATER REPORT

TOOK SAMPLES FOR DEC AND HEALTH DEPT

ALL PASSED

RECIEVED NEW RETURN PUMP AND MOTOR AND  
INSTALLED . BACK ONLINE

INSTALLED NEW FLOATS IN SUMMIT ST LIFTSTATION .  
SMITH CONTROL COMING TO PROGRAM

BALDWIN HAULED 20000 GALS OF SLUDGE TO ALBANY

HAD BIDDING ON UV SYSTEM FOR PLANT

FIRE CHIEFS REPORT-VILLAGE BOARD

SUBMITTED BY CHIEF MARK BEAUMONT

SEPTEMBER 9, 2020

CALLS FOR THE MONTH 4

ODOR OF PAINT FUMES AND SOLVENTS AT 21 ELM STREET ON OCTOBER 15<sup>TH</sup> .

SERVICE WIRE ACROSS THE ROADWAY IN FRONT OF 1751 ROUTE 11 IN THE TOWN OF CLAVERACK ON OCTOBER 30<sup>TH</sup> .

MULTIPLE VERIZON PHONE AND CABLEVISION WIRES DOWN ACROSS THE ROADWAY IN FRONT OF 22 ELM STREET ON NOVEMBER 4<sup>TH</sup> .

CARBON MONOXIDE CONDITION FROM A PROPANE STOVE AT 199 MAIN STREET ON NOVEMBER 7<sup>TH</sup> .

FIRE CALLS FOR THE YEAR	85
EMS CALLS FOR THE YEAR	31
TOTAL CALLS	116

DRILLS FOR THE MONTH	2
TRUCK INSPECTIONS	1

OCTOBER 29<sup>TH</sup>

COUNTY CONVENTION WORK DETAIL AND MEETING AT THE FIREHOUSE IN PREPARATION OF THE JULY 2022 CONVENTION THAT WILL BE HOSTED IN PHILMONT.

NOVEMBER 6<sup>TH</sup>

SUB NIGHT AT THE FIREHOUSE

NOVEMBER 10<sup>TH</sup> ,17<sup>TH</sup> AND 24<sup>TH</sup>

CPR TRAINING AT THE FIREHOUSE

4719 IS OUT OF SERVICE FOR REPAIRS

THE FIRE COMPANY DID NOT APPROVE THE PURCHASE OF A USED FIRE POLICE VEHICLE FROM THE BALLSTON SPA FIRE DEPARTMENT .