

VILLAGE OF PHILMONT
COLUMBIA COUNTY, NEW YORK

Regular Monthly Board Meeting

Date: September 11, 2023

Present Mayor Brian Johnson, Trustees Doug Cropper, Clarence Speed, and Debra Gitterman, Clerk/Treasurer Jessica Thomas, Attorney Robert Fitzsimmons, BOA Grant administrator Sally Baker, and OIC Vern Doyle.

Pledge of Allegiance

Call to Order: 7:01 pm

Motion: to approve the minutes from the August 14th Board Meeting; made by Trustee Cropper, 2nd by Trustee Speed. All Ayes, No Nays

Motion: to approve the Budget to Actual Reports for the month of August; made by Trustee Gitterman, 2nd by Trustee Cropper. All Ayes, No Nays

Motion: to approve the payment of bills from the August 23rd, August 29th, and September 11th Abstracts; made by Trustee Speed, 2nd by Trustee Gitterman. All Ayes, No Nays

Attorney Fitzsimmons: He reports nothing new, just ongoing projects the Board is aware of.

Clerk/Treasurer Report: Water / Sewer bills will be mailed out on October 1st and will be due by October 31st without penalty. Meters are being read now. The water turn-off was on 9/6, with 1 person on the list. We worked with OFC on the final LIWAP assistance program payments. We are creating a list to go to Rob for delinquent taxes to start the foreclosure process on parcels delinquent for over 2 years. We have done a lot of notaries this month. We had a high volume of calls and emails regarding the water tower. We started the organization of birth and death records starting in 1894. Sidewalk grant research was completed. We had multiple final water readings and tax search requests for properties being sold. More documents were compiled for the Climate Smart Committee. Completed an update for the water/sewer program. The Fire Protection Agreements will be signed and mailed to Hillsdale and Claverack. The office will be closed on Monday, October 9th, in observance of the holiday.

Building Inspector Report: Not given to this office

Library Report: Given by Trustee Cropper, as submitted by Library Director Tobi Farley. A full copy of the report is available in the office for review or upon request. **Buildings and Grounds:** A huge thank you to Jason Detzel for rebuilding the retaining walls for the garden in front of the village office. **Services:** Upcoming programs: Nature photography workshops – adults & teens – Saturday, September 29th. kids – Monday, September 25th, 5:30 pm. Seed collecting hike with Columbia Land Conservancy – Tuesday, September 26, 5:30 pm. Community Read –book discussion group October 18th, 6 pm. Banned Books Read and Discussion Group – second Wednesday, September through January. 7:00m. Storytime begins Thursday, September 21st at 11 am. **Stats:** August in-person and virtual program attendance August people in the library 635 August 2023 total circ 2,814 (6% of total system wide circulation) August 2023 digital services (includes OverDrive, Kanopy, and Claverack and Philmont's shared hoopla account) 267 **CCLA** – Outreach at the fair was successful. Spoke with over 100 people. I had one offer from a man to be Santa Claus, an offer from a staff member from Clermont to provide a history program for the county and a woman from the Hudson Magazine to publish programs in their magazine. **Trainings, staff and meetings** – Amelia Mclsaac needs to lighten her load of hours due to health issues. Her last day of regularly scheduled hours was August 29th. She will stay on as a substitute including two Fridays this month. I will handle her hours on Fridays and will be alone on Tuesdays until I can find a replacement. If a current staff member can take Tuesdays, I will not hire a new staff member. I will be attending the Vulnerability Assessment Workshop CARP Columbia County South on Tuesday, September 26th at Columbia Green Community College. **BOT reminders** - All NYS library trustees are **required** to participate in 3 hours of training. I have sent access and reminders of on demand trainings and you should be receiving notice of MHLS webinars and in-person training. We are more than halfway through the year. Please do not wait until the last minute.

Community Center Report: given by Trustee Cropper, as submitted by Director Veronezi. A full copy of the report is available in the office for review or upon request. **Facility:** The center has been checked during the month. Several individuals have inquired about renting the center. **Programs:** August 3 we had 20 people in attendance for the bird house building. Three year olds to adults all worked on constructing the houses. Thanks to Doug Cropper, lead instructor, assistant Jess Cropper Alt, and Cory Mann for participating. It was quite the morning! Happy Birds! Thanks again to Ghent Wood Products for supplying all the wood. The crochet group met in August. The day and time may be

changed in the fall. I met with Amelia McIssac to set up programs for the fall for children and adults. She plans to teach felting. This will be done in collaboration with Free Columbia. We plan to have the puppet program return in the spring. Working with Caroline O'Neil (Scout leader) we plan to have a bicycle safety course on September 27 in the evening. The course will be open for anyone to attend. It would be nice if we can set up a bike "rodeo" where participants demonstrate hand signals, safe stopping and bike maintenance.

Police Report: For the month of August, there were 10 calls for service, 77 property checks, and 10 V&T warnings.

Summit Lake & Its Watercourse (BOA) Report: Given by Grant Administrator S. Baker. A full copy of the report is available in the office for review or upon request. **BOA grant updates:** The BOA Grant Committee meeting was held on 8/29/23 attended by the Mayor, Barbara Sagal, Subarea 1 Working Group members David Bolevice, and Karen Schoemer. RFQ - Request for Qualifications was reviewed for Architectural Design Services for two sites included the Community Center/playground, and the Canal Street parking lots. RFQ was approved by the DOS to publish in early September. **LWRP grant updates:** Reviewed 16 maps with the DOS as product deliverables produced by LaBella for Task 9 of the Work Plan - Description and Assessment of the Waterbody(ies) and Watershed Resources. DOS was impressed with the standard of work for these maps. Making good progress. Coordinated with LaBella for minor map changes required by the DOS. Produced Payment Request #2. Submitted to the Mayor for sign-off. **Historic District updates:** Draft produced of the required Village letter from the Mayor to be included in the package of materials to be mailed by the State Historic Preservation Office (SHPO) to all property owners in the Village of Philmont Historic District due to go out in the first week of October. Scheduled the Public Hearing to be held in the Village Hall on Tuesday November 14 at 7.p.m hosted by the Village for SHPO staff to present and take questions regarding the nomination process and use of preservation tax credits for properties located in the Village of Philmont Historic District consisting of 425 buildings and cultural resources. **All are welcome to attend & bring questions!** Coordinated with the Heritage Working Group to run a pop-up tent (weather permitting) with information to advertise the Public Hearing. We are aiming to be outside the Post Office in the 2nd week of November.

Climate Smart Taskforce: Given by Thomas Paino. There was no meeting in August. There are now building decarbonization grants available. Tom would like to apply for stage B of this grant. This would help implement the audit findings and help find grants to do so. Under the Flextech program, we would need to match funds for the sewer audit. Tom will also look into whether we can apply for the decarbonization grants to cover the match.

Comprehensive Plan Update: Given by Trustee Gitterman, as submitted by Robin Andrews. A full copy of the report is available in the office for review or upon request. Robin and the LaBerge Group had a meeting with the Department of State, to go over the grant contract requirements. Due to vacations in August, she requested and obtained an extension for signing the contract until Sept 30th. As mentioned, in the last report, we have begun to review relevant maps for the village and a draft of a vision statement. We are anticipating having some draft goals for public review in an open meeting in the later fall. Robin is looking forward to attending the Housing Conference in Poughkeepsie presented by Patterns for Progress with Peter on Wednesday, and continuing to be able to incorporate what will be supportive for the NY Forward Grant into the overall plan. The next meeting is scheduled for Monday, Sept 18th at the Village Hall.

Mayor Johnson/DPW Report: The men have been busy weeding, trimming, and putting sidewalks in. They have been keeping up with the garbage. Cliff has been taking care of water samples and has been to the tank every day. The tank is getting close to being finished. He attended a couple of meetings with the engineer. There is a meeting on Wednesday with the contractor to finalize everything.

Trustee Cropper: He attended the workshop meeting, checked properties, and worked on various issues. It has been a very busy month. There were a lot of meetings and issues this month.

Trustee Detzel: Not present. Trustee Cropper reads a report he submitted. Jess provided reports about the car charger. We did indeed lose money this year, but we are increasing each year. At this point, we are about \$250 from breaking even. We need to adjust the price of the charging station. I am going to work with Jess this month to get that completed. If we adjust the price, we will at least break even at current usage. If usage increases, as we know will occur, we will begin to turn a profit. He is in agreement with pressing charges against the person who trespassed at Forest Lake. Thank you, Lee, for your simple clarification on the sign issue.

Trustee Speed: The sidewalks on lower Church Street are complete. The next set to be done will be on Prospect Street. He impounded a boat from Forest Lake.

Fire Department Report: 19 Calls for the month. Total fire calls for the year 58. Total EMS calls for the year 64. Drills for the month 2, truck inspections 1, and work details 2. On August 29th 16 members were fit-tested with the new Scott air

packs. On August 17th the first responder appreciation night at the Claverack Town park was attended. On September 2nd they participated in the Chatham Fair parade. The new air packs are in service as of September 9th. The blower heater in the firehouse truck bays is not working and the furnace is leaking water on the floors.

Trustee Gitterman: She has communications regarding the comprehensive plans and with the DOT regarding the sidewalk grant. She spoke with the state regarding the New York Forward grant and looked at webinars. She will be attending the Patterns for Progress symposium. The Community Development Block Grant was completed. Website updates were completed.

CORRESPONDENCE LIST provided to the members of the Board and the public

- 1) **Email from Peter Johnson dated August 21st in regards to a real estate transfer fee and housing trust fund.**
- 2) **Email from Sally Baker dated August 21st in regards to the final stages of the nomination of the Village of Philmont Historic District**
- 3) **Email from Raymond Rigoglioso dated August 29th in regards to water tower noise and vibration**
- 4) **Email from Stan Engel dated 9/11/23 in regards to Forest Lake road**

Motions and Resolutions –

Motion: to move the October Board of Trustees Meeting from October 9th to Tuesday, October 10th at 7:00 pm due to the Columbus Day Holiday; made by Trustee Cropper, 2nd by Trustee Speed. All Ayes, No Nays

Motion: to put out for bid, the furnishing of No. 2 Fuel Oil, Service, and Maintenance for the Village of Philmont Municipal Building, Library, and Community Center. Bids to be opened at the October 10th Board meeting; made by Trustee Gitterman, 2nd by Trustee Speed. All Ayes, No Nays

Motion: to put out for bid, the furnishing of Propane, Service, and Maintenance for the Village of Philmont Municipal Building, Library, Water Tower Building, and DPW Garage; made by Trustee Gitterman, 2nd by Trustee Speed. All Ayes, No Nays

Motion: to appoint Peter Buckbee to the Village of Philmont Volunteer Fire Department as a member; made by Trustee Cropper, 2nd by Trustee Speed. All Ayes, No Nays

Motion: to appoint Barry Marshall as a member of the Village of Philmont Library Board of Trustees, with a term to expire September 30, 2027; made by Trustee Gitterman, 2nd by Trustee Cropper. All Ayes, No Nays

Motion: to authorize emergent repairs to village sidewalks, the trustees authorize the immediate emergent work to fix sidewalks found in a current condition that necessitates immediate repair or replacement for the public health, safety, and welfare of village residents; made by Trustee Speed, 2nd by Trustee Gitterman. All Ayes, No Nays

Motion: to nominate Thomas Paino to be the representative of the Environmental Management Council; made by Trustee Gitterman, 2nd by Trustee Cropper. All Ayes, No Nays

Motion: to use the remaining balance from the Climate Smart Grant for updating the Village Hall interior lighting. (to amend original motion made March 14, 2022); made by Trustee Cropper, 2nd by Trustee Gitterman. All Ayes, No Nays

Motion: to approve the standard work day and reporting resolution for elected and appointed officials for NYSLRS; made by Trustee Gitterman, 2nd by Trustee Cropper. All Ayes, No Nays

Unfinished Business and New Business:

-The sidewalk grant is discussed. The sidewalks can be finished.

-The Claverack website has a list of what is needed for a building permit on their website. We should do the same.

-Forest Lake road will be fixed.

-Summit Street is going to be repaved.

-Community Center doors need to be replaced before winter.

-There is a discussion in regard to the grant application for the NYS Homes and Community Renewal Main Street program.

Motion to adjourn: made by Trustee Speed, 2nd by Trustee Gitterman. All Ayes, No Nays.

Adjournment: 7:53 pm

Respectfully Submitted,
Jessica Thomas
Clerk/Treasurer