

VILLAGE OF PHILMONT
COLUMBIA COUNTY, NEW YORK

Public Hearing/Regular Monthly Board Meeting

Date: May 13, 2024

Present Mayor Brian Johnson, Trustees Doug Cropper, Clarence Speed, and Jason Detzel, Clerk/Treasurer Jessica Thomas, OIC Vernon Doyle, and Village Attorney Robert Fitzsimmons

Pledge of Allegiance

Call to Order: 7:03 pm

Mayor Johnson starts the public hearing by explaining that the Village will be applying for a Restore NY grant to help the mill. Letters of recommendation and support have come from Didi Barrett's office, Marc Molinaro's office, and several others from around the county.

Does anybody have any comments or questions?

None

**VILLAGE OF PHILMONT
COLUMBIA COUNTY, NEW YORK
A Resolution Supporting the Village of Philmont's
Application for Restore New York Funding**

RESOLUTION NO. 6 of 2024

At a meeting of the Village Board of Trustees for the Village of Philmont, Columbia County, New York, duly held on the 13th day of May, 2024, at the Village Hall, 124 Main Street, Philmont New York, the following Resolution was proposed and seconded:

Resolution by: Trustee Detzel;
Seconded by: Trustee Cropper.

WHEREAS, the Mayor and the Board of Trustees for the Village of Philmont are in support of the submission of a funding application for the proposed 1876 Summit Knitting Mill Restoration & Adaptation, located at 27 Summit Street, which requests up to \$2 million in Empire State Development ("ESD") Restore New York funding, with matching funds provided by the property owner, to rehabilitate and reconstruct a vacant 36,000 square foot commercial village landmark located in Philmont's Mill District; and

WHEREAS, the proposed combination of private and public financing is appropriate for the "1876 Summit Knitting Mill Restoration & Adaptation" Restore Project because it involves investment in a commercial and building that, having been vacant for 30 years, is in great need of rehabilitation; and

WHEREAS, in meeting the requirements set forth by ESD, the property was selected as part of a property assessment process to identify parcels and projects for which site control is secured and financing is in place that support the Village's revitalization efforts, is consistent with the Village's Comprehensive Plan, and is one of 17 strategic sites identified in Philmont's Brownfield Opportunity Area Nomination for catalyzing community revitalization and economic investment; and

WHEREAS, the proposed project facilitates effective and efficient use of existing and future public resources so as to promote economic development, inspire future commercial investment, preserve community resources, and redevelop the property in a manner that will attract, create, and sustain employment opportunities.

NOW THEREFORE BE IT RESOLVED that the Mayor, Brian Johnson, and the Village Board of Trustees do hereby authorize the application for Restore New York Communities Initiative Funding made available through ESD on behalf of the Village, in an amount not to exceed \$2 million.

Upon question of the foregoing Resolution, the following Board members voted "Aye" in favor of the Resolution:

Trustee Detzel;

Trustee Cropper; and

Trustee Speed;

The following Board members voted "No" in opposition thereto:
None.

The Resolution having been approved by a majority of the Village Board, the same was declared duly adopted by the Mayor of the Village of Philmont.

Dated: May 13, 2024



Jessica Thomas, Village Clerk
Village of Philmont

Motion: to close the public hearing; made by Trustee Speed, 2nd by Trustee Detzel. All Ayes, No Nays

Adjournment: 7:04

Call to Order Regular Meeting: 7:05

Motion: to approve the minutes from the April 8th Board Meeting; made by Trustee Detzel, 2nd by Trustee Speed. All Ayes, No Nays

Motion: to approve the minutes from the April 8th Organizational Meeting and Budget Hearing; made by Trustee Cropper, 2nd by Trustee Detzel. All Ayes, No Nays

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

Motion: to approve the payment of bills from the April 24th, May 1st, and May 13th Abstracts; made by Trustee Speed, 2nd by Trustee Detzel. All Ayes, No Nays

Public Requests

K. Reese Hurd: Starts with thanking Jason for the removal of the office chairs in the culvert. She then speaks about the effects of WiFi radiation.

J. Schneider talks about the property located at 28 Church. He lives nearby and is worried about pieces flying off and possibly hurting someone. He asks what the progression is on the property. Can it be purchased or when will it be foreclosed on?

Attorney Fitzsimmons: He reports nothing new, just ongoing projects the Board is aware of. He will be working on Canal St parking lot law.

Clerk/Treasurer Report: All documentation was submitted to the County for changes to the tax roll including certification, the tax warrant, property transfers, and address changes. Any property transfers and address changes were also updated in the water/sewer program. Certified letters for delinquent water/sewer users will be mailed on May 14th. Tax bills will be mailed out by the close of the day on May 31st, they are due by July 1st without penalty. We have had an unusual amount of Dig Safe Requests. We have worked on broken meter updates with Cliff. Obtained information for Debra for grants. Obtained information from The Bank of Greene County about opening a CD for the library. Had a meeting with interim library director Renee Dobert regarding procedures regarding bill payment and deposits. Completed an archive search for original building plans for the Climate Smart grant. The office will be closed on Monday, May 27th in observance of Memorial Day.

Building Inspector Report: Not given to this office

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. DPW painted and added fill to the back door area. **Groups Using the Center** Scouts and Community Day Committee.

April Programs Amelia McIssac led the puppet program for four weeks in April. Seven children and three adults attended. Marionettes were created. They practiced moving different kinds of marionettes and learned guidelines for puppeteering. Everyone made one simple and one larger more complex marionette. Plans for a show are in the works. It was an enthusiastic group. Jess Cropper-Alt held a ceramics working studio on April 20th. 15 adults and youth attended. All of the participants created an original piece of artwork. The course was filled to capacity and many are on the waiting list for the next event. **BOA** Jess Cropper-Alt and I attended the BOA meeting with Rice and Lipka architects via Zoom on April 25th. Both Jess and I advocated for the repurposing of the existing community center. The existing community center has the potential to offer continued service to the community

as it partners with a new construction. With imagination, the existing building might become home to a ceramics workshop, outdoor food preparation area, or small retail vendor stall. In circular economy structures are not torn down and disposed of but transformed into useful spaces. On April 30th I attended the Columbia County Economic Development's annual meeting. I had the opportunity to speak with Jim Calvin, now Pres. of the organization about Philmont's growth and the planning of the new community center. I also met with Alex Horton, Marc Molinaro's field representative in reference to the housing concerns of Columbia County and the proposed community center. Mr. Horton would like to tour the community center area and meet with village representatives. Deputy Mayor Doug Cropper will facilitate a meeting with the mayor and village trustees. The New York State Safe Boating Class was taught by Doug Cropper and Julie Veronezi on May 4 and May 5. 10 students successfully completed the class. The class is fast paced with a lot of positive student participation. We use a PowerPoint but have many demonstrations, handouts, and models. A thank you to the Scouts for planting the raised beds.

Police Report: given by OIC Vernon Doyle. For the month of April there were 18 calls for service, 109 property checks, 3 UTTs issued, 29 V&T warnings, and 1 parking ticket issue. Grant award information and quotes were given to Jess.

Summit Lake & Its Watercourse (BOA) Report: given by Trustee Detzel, as submitted by BOA Grant Administrator Sally 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 4/23/24 attended by Doug Cropper, Barbara Sagal, and Karen Schomer. The report attached was provided documenting the Rice + Lipka Architects design team in-person presentation at the Community Center on 4/12 consisting of two large 3D topological models of the Community Center site and the Canal Street site, informational questionaries, maps, and design challenge topic questions which attending community members were invited to add comments to provide feedback to the Rice + Lipka design team. The proposed site of the new community center was staked out on the site, and attendees walked the site and engaged in conversation with the design team. The event was well attended by 35 community members, gathered many feedback responses, and finished the evening with attendees congenially socializing with 6 large hot pizzas donated by High Falls Pizzeria. Thank you Justin, owner of High Falls! Rice + Lipka held a community Zoom session presentation on 4/25 to provide a presentation and discussion of the results of community comments gathered so far for the design project which kicked off 3/26 and has made terrific design progress in its first month. The slide deck of the Zoom meeting documented containing all of the community comment sheets can be accessed at: <https://www.dropbox.com/scl/fi/s9qbmvuttjfmoxzylm5w/240425-phi-04-boa-comm-progress.pdf?rlkey=uy366kk8s0y4zo8inegh1gp90&st=lhvp2yyr&dl=0> **LWRP grant updates:** The WAC (Watershed Advisory Committee) meeting was held on 4/10 by LaBella Associates that was well attended by members who reviewed LaBella's planning document for Task 9 which is the keystone chapter "Description and Assessment of the Waterbody(ies) and Watershed Resources" for the Watershed Management Plan. The requested extension for the grant LWRP contract for the Watershed Management Planning project was approved on 5/3/ by the DOS for a 2-year extension. **Historic District updates:** PBI is continuing to receive requests for assistance for property owners with properties in the Historic District who are planning renovations and repairs to their buildings in 2024 and want to access the preservation state and federal tax credits. To date, PBI has assisted 6 property owners since the nomination of the Historic District was approved to be listed on the State and National Registries in February 2024.

Climate Smart Taskforce: given by Thomas Paino. Clerk Jessica Thomas provided copies of the final draft of the Climate Action Plan to the Board members. Mr. Paino goes over the details included in the plan. The draft will be put on the Village website, and there will be a public hearing regarding it.

Comprehensive Plan Update: given by Robin Andrews. Due to our main contact, at LaBerge Group, being at less than full capacity and then leaving the organization, we have lost some momentum, and are hoping to get back on track in the next couple of months. We are meeting for some further stakeholder interviews on May 29th. We have now met with the consulting group for the Housing Needs Assessment and looking at how to dovetail their work most efficiently with our work. The current plan is that our next public outreach will be at Community Day, presenting the Visioning we have compiled from the data we have gathered and seeing if the community agrees.

We are also submitting the Greenway grant reimbursement request for a portion of the project. We are using as much as possible, volunteer hours to support the match requirements.

Mayor Johnson: Thanks, Jess and Chrissy, for the budget. He attended a meeting with a representative from Marc Molinaro's office with Julie and Doug. They said they are willing to help us get money if we give them projects. Alan Graziano has one more test to take to be completely certified for water and sewer. Cliff and Alan have been fixing water meters. He has been trying to schedule with Ed to start working on the fire pumps. This is something we will be discussing with Marc's office about trying to get help with funding. Other than that, it has been normal business.

Trustee Cropper: Thanks Vern and Officer Regan for making sure we have representation at both of the services for the Officers in Syracuse. A meeting with Debra and the housing research group was attended. Meetings were set up with Laberge but both were canceled. There was a meeting with Lou and Hooky regarding garbage and recycling procedures. He led the BOA meeting, toured the Mill with Debra, went to the workshop, attended the Columbia County Economic Development meeting, met with Alex Horton of Marc Molinaro's office, and co-taught the boating safety class.

Trustee Detzel: Thanks, the Village for dump day. The basketball hoop is back up at the community center. Thank you to the DPW for installing it. Community Day planning is coming along well. Thank you to Jess and Shawn for working so hard on it.

Trustee Speed: He has been working with Jim and Lou on getting sidewalks started again. Maple Ave will be getting done next.

Fire Department Report: 16 Calls for the month. Total fire calls for the year 26. Drills for the month 5 and 1 truck inspection.

Trustee Gitterman: Not present

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

- 1) Letter from the Philmont Volunteer Fire Company dated April 10, 2024, regarding a new active member.
- 2) Email from Amelia McIsaac dated April 22, 2024, regarding a community service project.
- 3) Email from Jeff Schneider dated April 28, 2024, regarding the deteriorating abandoned home at 28 Church Street.

Motions and Resolutions –

Motion: to enforce the water turn off law and take action against delinquent water users; made by Trustee Detzel, 2nd by Trustee Cropper. All Ayes, No Nays

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

Motion: to accept with regret Michael Wedd's resignation from the Library Board effective immediately; made by Trustee Detzel, 2nd by Trustee Cropper. All Ayes, No Nays

Motion: to accept with regret Barry Marshall's resignation from the Library Board effective immediately; made by Trustee Detzel, 2nd by Trustee Cropper. All Ayes, No Nays

Motion: to deem the 2010 Chevy Tahoe, used as the chief's car for the fire department, as surplus; made by Trustee Speed, 2nd by Trustee Detzel. All Ayes, No Nays

Motion: to adopt the Village of Philmont Equal Employment Opportunity Policies and Procedures; made by Trustee Detzel, 2nd by Trustee Cropper. All Ayes, No Nays

Motion: to reimburse Officer Michael Regan in the amount of \$109.89 for gas expenses for attending the funeral details; made by Trustee Cropper, 2nd by Trustee Detzel. All Ayes, No Nays

Motion: to reinstate Christopher Carlsen as a driver for the Village of Philmont Fire Department; made by Trustee Detzel, 2nd by Trustee Cropper. All Ayes, No Nays

Motion: to allow reimbursement of Community Day expenses, up to \$2500, out of the celebrations account; made by Trustee Cropper, 2nd by Trustee Speed. All Ayes, No Nays

RESOLUTION NO. 4 of 2024
PROCUREMENT POLICY FOR THE VILLAGE OF PHILMONT

At a regular meeting of the Village Board of the Village of Philmont, Columbia County, New York, duly held on the 13th day of 2024 at the Village Hall, 124 Main Street, Philmont New York, the following Resolution was proposed and seconded:

Resolution by: Trustee Detzel;
Seconded by: Trustee Cropper.

WHEREAS, the Village recognizes that section 103 of the New York General Municipal Law requires the Village to formally advertise for bids on all contracts for the purchase of materials, supplies and equipment involving an expenditure of more than \$20,000.00 and on all contracts for the accomplishment of public works more than \$35,000.00. Said projects being subject to the "formal competitive bidding process".

WHEREAS, the Village recognizes that on purchases or projects that are not subject to the "formal competitive bidding process", section 104-b of the New York General Municipal Law allows the Village to adopt internal policies and procedures governing the procurement of goods and services so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the Village of Philmont.

WHEREAS, the Village desires to review, amend and implement such a procurement policy upon the following terms and conditions as set forth herein,

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Philmont that the Village of Philmont Procurement Policy shall be as follows:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal law § 103. Every Village officer, board, department head or other personnel with the requisite purchasing authority (hereinafter "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of supplies or equipment which will exceed \$20,000 in the fiscal year, or public works contracts over \$35,000 shall be formally bid in accordance with the provisions of 103 of the general Municipal law.

Guideline 3. Purchases of goods not subject to the formal competitive bidding process:

- a. All estimated purchases of LESS than \$20,000.00 but GREATER THAN \$3,000.00 shall require a written request for proposal (RFP) and written / faxed / e-mailed quotes from three (3) vendors.
- b. All estimated purchases of LESS than \$3,000.00 but GREATER THAN \$1,000.00 shall require an oral request for proposal and an oral/fax/e-mailed quote from two (2) vendors.
- c. All estimated purchases of LESS than \$1,000.00 shall be left to the discretion of the purchaser as authorized by the Village Mayor to make such purchases.

Guideline 4. Public works contracts not subject to the formal competitive bidding process:

- a. All estimated contracts of LESS than \$35,000.00 but GREATER THAN \$10,000.00 shall require a written request for proposal (RFP) and written / faxed / e-mailed quotes from three (3) vendors.
- b. All estimated contracts of LESS than \$10,000.00 but GREATER THAN \$3,000.00 shall require a written request for proposal (RFP) and written / faxed / e-mailed quotes from two (2) vendors.
- c. All estimated contracts of LESS than \$3,000.00 shall be left to the discretion of the purchaser as authorized by the Village Mayor to make such purchases.

Guideline 5. Any written request for a proposal (RFP) shall describe the desired goods or services, and the particulars of the acquisition or task. The purchaser shall compile a list of all vendors from whom the written/faxed/oral quotes are offered. All information gathered in complying with the procedures of these guidelines shall be preserved and filed with the Village clerk.

Guideline 6. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares written justification providing the reason or reasons why it is in the best interest of the Village and its taxpayers to make an award other than the low bidder. If the bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 7. A good-faith effort shall be made to obtain the required number of proposals or quotes. If the purchaser is unable to obtain the required number of proposals or quotes, the purchaser shall document the attempts made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 8. Except when directed by the Village board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. If the purchase is on State Contract through the Office of General Services (NY General Municipal Law §104);
- b. If the purchase or work is required by virtue of a public emergency arising out of an accident or other unforeseen occurrence. Services (NY General Municipal Law §103(4));
- c. For purchases of surplus or secondhand supplies, materials or equipment from the federal government, the State of New York or from any other political subdivision, district or public benefit corporation. Services (NY General Municipal Law §103(6));
- d. For purchases made under County contract Services (NY General Municipal Law §103(3));
- e. Contracts for professional services or those requiring special or technical skill, training or expertise.
- f. Sole-source situations;
- g. Where the Village of Philmont is procuring a commodity or service, whether by competitive bid or other type of procurement that is the subject of a GreenNY procurement specification that has received final approval of the NYS GreenNY Council pursuant to Executive Order No 22 (2022), the Village Clerk shall follow the GreenNY procurement specification to the maximum extent practicable and where cost is reasonably competitive as defined in the General Municipal Law § 104-a. GreenNY approved procurement specifications can be found online at <https://ogs.ny.gov/greenny/approved-greenny-specifications>.

Guideline 9. Every prospective purchaser of goods or public works acting in compliance with this policy should attempt to finds said goods or public works from providers within the County of Columbia.

Guideline 10. Every prospective procurement acting in compliance with this policy, where applicable, should comply with the following:

- A. Minority- and Women-Owned Business Enterprise (M/WBE) Business Participation procurement and Contracting:** In an effort to affirmatively increase procurement and contracting opportunities for minority- and women-owned business enterprises, the Village will solicit MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBEs, or by working with a clearinghouse such as the New York State Contract System. The Village's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The Village will keep documentation of M/WBE solicitation in its records and any responses thereto.
- B. Section 3 Business Participation in Procurement and Contracting:** For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the Village will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development's Section 3 Businesses Registry. The Village's established purchase/contracting thresholds will apply. The Village will keep documentation of Section 3 solicitation in its records and any response(s) thereto.

Guideline 11. This policy shall be reviewed annually by the Village Board at its organizational meeting, or as soon thereafter as is reasonably practicable.

NOW THEREFORE, Upon question of the foregoing Resolution, the following Board members voted "Aye" in favor of the Resolution:

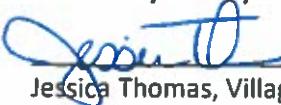
Trustee Detzel;
Trustee Cropper; and
Trustee Speed;

The following Board members voted "No" in opposition thereto:

None.

The Resolution having been approved/disapproved by a majority of the Village Board, the same was declared duly adopted by the Mayor.

WITNESS my hand and seal of said Village this the 13th day of May 2024.



Jessica Thomas, Village Clerk

RESOLUTION NO. 5 of 2024
PRO-HOUSING RESOLUTION

At a regular meeting of the Village Board of the Village of Philmont, Columbia County, New York, duly held on the 13th day of May 2024 at the Village Hall, 124 Main Street, Philmont New York, the following Resolution was proposed and seconded:

Resolution by: Trustee Detzel;
Seconded by: Trustee Cropper.

WHEREAS, the Village of Philmont (hereinafter "local government") believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State's economic growth and community well-being; and

WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities; and

WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities; and

WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Philmont, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

- Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.
- Adopting policies that affirmatively further fair housing.
- Incorporating regional housing needs into planning decisions.
- Increasing development capacity for residential uses.

- Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.

NOW THEREFORE, Upon question of the foregoing Resolution, the following Village Board members voted "Aye" in favor of the Resolution:

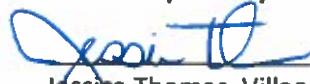
Trustee Detzel;
Trustee Cropper; and
Trustee Speed.

The following Village Board Members voted "No" in opposition thereto:

None

The Resolution having been approved by a majority of the Village Board, the same was declared duly adopted by the Mayor.

WITNESS my hand and seal of said Village this the 13th day of May 2024.



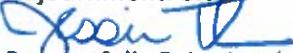
Jessica Thomas, Village Clerk

Unfinished/ New Business:

Mayor Johnson- workplace violence and sexual harassment training needs to be scheduled ASAP.
Robin Andrews is on the citizen police review board.

Motion to adjourn –made by Trustee Detzel, 2nd by Trustee Speed. All Ayes, No Nays.

Adjournment: 8:03



Respectfully Submitted,
Jessica Thomas
Clerk/Treasurer