VILLAGE OF BREWSTER
BOARD OF TRUSTEES
June 20, 2012

Draft Minutes

The Board of Trustees of the Village of Brewster held a Regular Meeting at 7:30 PM on June 20, 2012 at Village Hall, 50 Main Street, Brewster, New York.

Attendees:
Mayor: James Schoenig
Deputy Mayor and Trustee: Christine Piccini
Trustees; Tom Boissonnault, Terri Stockburger, Mary Bryde
Village Engineer: John Folchetti
Village Counsel: Anthony Molé,
Clerk & Treasurer: Peter Hansen
Village Police: John Del Gardo

Absent:

Pledge to flag.

Notation of Exits

Mayor Schoenig motions to open the regular meeting, Trustee Bryde 2nd all in favor 5 to 0.

1. Firefighters Inspection Parade Permit Application – Chief Rick Tofte appeared to answer any questions the board may have. Trustee Bryde notes that the assembly begins at 6PM and the parade kicks off at 7PM. Chief Del Gardo says the Police begin shutting down the streets prior to assembly. Fire department will notify parkers at the train station and parking will be made available to Trackside North MTA parkers free of charge in the Tri-State Lot. Mayor Schoenig motions to approve the July 25, 2012 parade permit beginning at 5:30PM with police addressing road closures and detours and parade participants lining up around 6PM, kick off at 7PM from Marvin & Main ending at Markel Park at approximately 8:30PM, waive fees, allow MTA parkers to park in Tri State Lot at no additional charge on that day, Trustee Stockburger 2nd all in favor.
2. Monthly Reports
   2.1. Code Enforcement Report – Mr. Szilagyi provided the May 2012 Code Enforcement report – Mayor Schoenig motions to accept the May Code Enforcement Report, Deputy Mayor Piccini 2nd all in favor 5 to 0. Code Enforcement report is attached to these minutes.
   2.2. Engineer's Report Mr. Folchetti provided the Engineer's report – Mayor Schoenig motions to accept the Engineer's Report dated 6-20-2012, Trustee Bryde 2nd all in favor 5 to 0. Engineer's report is attached to these minutes.
   2.3. Police Report – Chief Del Gardo provided the Police Report for May – Deputy Mayor Piccini motions to accept the May Police Report, Trustee Stockburger 2nd all in favor 5 to 0. Police report is attached to these minutes.
   2.4. Planning Board Report – Rick Stockburger provides the May Planning Board Report dated June 20, 2012, Mayor Schoenig motions to accept the report, Trustee Bryde 2nd all in favor 5 to 0. Planning Board report attached to these minutes.
3. Pattern for Progress (PFP) proposal – Deputy Mayor Piccini would like to see some PFP work product of a similar nature and scope. Additionally Deputy Mayor Piccini notes that the Garden Street School (GSS) portion of the work should probably be funded, in part, by the Brewster School District and not entirely by Village taxpayers. Considerable discussion regarding responsibility for providing information to the village for the revised Master Plan and Zoning Code and using this report as a method for obtaining that information regardless of what the school wants to do with the property. Additionally this proposal covers review and recommendations for; the blighted areas as defined in the Blight Study, the proposed Parking Garage/mixed use structure, and Transit Oriented Development. Mayor Schoenig and the Board members would like to see the breakout pricing for the GSS portion, examples of final work product of similar scope and nature, and flexibility on order of tasks. Table further discussion until July 18th meeting. If we find out useful information we can consider emailing the School Board to initiate consideration of partnership discussions.
4. Summer Intern Agreement – Judy Callahan approached the Mayor last week and asked if we could find a spot for a summer intern funded entirely by Putnam Community Action Program. Trustee Boissonnault motions to enter into

a summer employment agreement with Putnam CAP and authorize the Mayor to sign, Trustee Bryde 2nd all in favor 5 to 0.

5. Building permit fees for property maintenance – The idea is to offer incentive for grant recipients in addition to the grant money if received for exterior property maintenance only. This incentive will be included in the grant application as part of the proposal. The board agrees that this is something we could do. We would like additional information from Connie Fagan regarding time schedule and dollar amounts of grants. Tabled until July 18, 2012.
6. Grass clippings – Current code allows for enforcement of bagging grass clippings. The street sweeper is another alternative that could be looked into. Trustee Boissonnault suggests sending out a notice to property owners reminding them of the code requirements.
7. Correspondence sent-received for May, 2012 – Mayor Schoenig motions to accept Correspondence Sent Received, Deputy Mayor Piccini 2nd all in favor 5 to 0.
8. Minutes for approval – June 6, 2012 – Trustee Bryde motions to accept the June 6, 2012 minutes, Trustee Stockburger 2nd all in favor 5 to 0.
9. Vouchers Payable – Deputy Mayor Piccini notes that she reviewed Vouchers payable and found everything in order.

9.1.	A	General	$61,020.74
9.2.	F	Water	15,169.50
9.3.	G	Sewer Operations	60,486.13
9.4.	H10	Waste Water Treatment Capital	31.25
9.5.	TA	Trust and Agency	3,683.51
		Total Vouchers Payable	**$140,391.13**

Mayor Schoenig motions to approve Vouchers Payable, Deputy Mayor Piccini 2nd all in favor 5 to 0.

10. Other Business
    - 10.1. Deputy Mayor Piccini states the Planning firm that trained us provided some literature the Board should review which will be brought down to the Village Office and scanned for email distribution.
    - 10.2. Trustee Stockburger says the banners are being printed and will identify which poles to hang them on. Also there is a new trash can lid on order to see if it will be suitable as replacement lids for all bins in need.
    - 10.3. Trustee Bryde asks if the training received will be recorded as part of required annual training. Deputy Mayor Piccini says it will. Trustee Bryde asked if certificates will be issued for the training. Deputy Mayor Piccini says that, according to BFJ Planning, only Planning and Zoning Board members need certificates to prove they were trained and account for the hours toward the total annual training requirement. The certificates for our Planning and Zoning Board members who attended are unnecessary for this training because it was in-house. Trustee Bryde asks the Mayor about New York Alert. Mayor Schoenig has spoken with Tom Lannon and is trying to arrange the information session for our meeting July 18, 2012. Mayor Schoenig adds that United Cerebral Palsy has an emergency shelter off Doansburg Road and we are trying to get them to come in and discuss so we can make our community aware. Trustee Bryde asked about the FBS (parking ticket enforcement) contract. Counsel advises that changes have been agreed and we are waiting for the hard copy to come in from FBS. Trustee Bryde commends Trustee Boissonnault on the placement of the flower pots and asks when the plywood will be painted. Trustee Boissonnault is working toward a solution and will order two more flower pots with flowers to balance the railings (6 on each side). Trustee Bryde asked about the Vision Statement. Trustee Boissonnault says he is still working on the education section and will forward shortly for review. Deputy Mayor Piccini adds that the Vision Statement should be made available if and when we go forward with PFP or the other major planning initiatives like the comprehensive plan and new zoning code.
11. New Business
    - 11.1. Trustee Boissonnault suggests people visit the Village of Ossining web page. There is some excellent content such as economic development information and architectural guidelines. We should consider making this type of information available on our website.
    - 11.2. Trustee Stockburger says she has three more baskets but needs brackets. The existing brackets also need to be taken down, have the rust removed and be re-powdered. The timing of the purchase of three additional brackets should coincide with this effort in late summer, early fall.
12. Public Comment
    - 12.1. Mr. O'Donnell says he was expecting his issue to be on the agenda. Counsel says he will speak with his attorney and provide further information through him.

13. Mayor Schoenig motions to go into Executive Session to discuss legal issues, Trustee Stockburger 2nd all in favor 5 to 0. Trustee Stockburger motions to come out of Executive Session, resume the regular meeting, and adjourn, Trustee Bryde 2nd all in favor 5 to 0.

Monthly Reports Follow:

VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT

1. GENERAL INFORMATION		
Report No: 6 of 2012	Date: 6/20/2012	Contract No:
Facility Name: **VOB / Wells Brook Stormwater Retrofit Project**		

2. ENGINEERS STATUS OF PROJECT (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :)

a. Activities completed this month (attach additional pages as needed):

- Final Design Phase Ongoing
- Completed preparation of required Stormwater Pollution Prevention Plan and NYCDEP Stream Crossing, Piping and Diversion Permit Report
- Revised basin sizing based on NYSDEC wetland comments
- Conducted soil sampling on May 22, 2012

b. Status of activities in progress this month (attach additional pages as needed):

- Continue with preparation of Design Documents
- Continue preparing detailed Technical Specifications
- Ongoing discussions with NYCDEP for soil testing, awaiting lab results

c. Activities scheduled (attach additional pages as needed):

- Awaiting lab results
- Submit Engineering Report including Stormwater Pollution Prevention Plan (SWPPP) and Stream Crossing, Piping and Diversion Permit to NYSDEC and NYCDEP
- Revise SWPPP to reflect revised plan

VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT

1. GENERAL INFORMATION		
Report No: 6 of 2012	Date: 6/20/2012	Contract No:
Facility Name: **VOB / Tonetta Brook Tributary Stormwater Retrofit Project**		

2. ENGINEERS STATUS OF PROJECT (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :)

a. Activities completed this month (attach additional pages as needed):

- Final Design is ongoing
- Scheduled Project Review meeting with NYCDEP to discuss SEQRA comments and to review pending soil sampling program
- Coordinated with NYCDEP and Verizon for survey of buried telecommunication lines marked out by Verizon
- Conducted soil sampling pursuant to discussions with NYCDEP on May 23, 2012
- Revised detention basin layout pursuant to discussions with NYCDEP and Town of Southeast

b. Status of activities in progress this month (attach additional pages as needed):

- Continue with preparation of Design Plans
- Continue preparing detailed Technical Specifications
- Continue preparing Article-24 Freshwater Wetland Permit to be submitted to NYSDEC
- Ongoing discussions with NYCDEP for soil testing, awaiting lab results

c. Activities scheduled (attach additional pages as needed):

- Awaiting lab results
- Prepare Stormwater Pollution Prevention Plan
- Submit Article-24 Freshwater Wetlands Permit to NYSDEC

VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT

1. GENERAL INFORMATION		
Report No: 6 of 2012	Date: 6/20/2012	Contract No:
Facility Name: **VOB / EPA Stormwater Phase II Regulations**		

2. ENGINEERS STATUS OF PROJECT (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :)

a. Activities completed this month (attach additional pages as needed):

- Maintained monthly stormwater maintenance/good housekeeping reports quantifying the number of pounds of litter and the number of cubic yards of sand cleaned up throughout the Village
- Provided stormwater educational outreach literature to the Village Clerk
- Submitted MS4 Annual Report to NYSDEC on May 18, 2012

b. Status of activities in progress this month (attach additional pages as needed):

c. Activities scheduled (attach additional pages as needed):

- Respond to NYSDEC comments, if any, when received

VILLAGE OF *BREWSTER POLICE DEPARTMENT* MONTHLY REPORT

MAY 2012

POLICE CHIEF

John Del Gardo

Carmine Drogo

VILLAGE OF BREWSTER POLICE DEPARTMENT

MONTHLY REPORT

TO: Mayor James Schoenig - Board of Trustees
FROM: Police Chief John Del Gardo
RE: Monthly Report May 2012

TICKETS

Uniform Traffic Tickets:	79
Parking Tickets:	111
Local Ordinance:	2
DOT Tickets:	82
TOTAL TICKETS	**274**
TAXI INSPECTION	**60**

ARRESTS

Croston	VTL-512
Perro	VTL-512
TOTAL ARRESTS	**2**

SECURITY VISITS PATROL

Sewer:	138
Water Tank:	126
Well Field:	70
SECURITY VISITS	**334**

FOOT PATROL	**HOURS**
Main Street:	73
M.T.A Station:	87
Residential:	37
TOTAL HOURS	**197**

Administration:		41
911 CALLS		61
Walk-in Complaints:		38
Court Hours	Village	24
Court Hours	S.E.	74

VEHICLE

Repairs:	$66

MILEAGE

7K-245	1346
7K-246	668
7K-243	136
DWI	44
Mileage Total:	2194

Fuel: 311 Gallons

PARKING ENFORCEMENT

P.E.O Stockburger -	Hours:	43.5
	Tickets:	32

(Officers in-station with reports)

(Security Detail) 2 Officers

(Security Detail) 2 Officers

911 DISPATCHED CALLS – 61

AIDED CASE – 7
EDP CASE – 2
ROBBERY – 1
LARCENY – 1
VEHICLE ACCIDENT – 10
DISPUTE – 11
DOMESTIC DISPUTE – 4
911 HANG UP – 5
FIRE ALARM – 2
SUSPICIOUS PERSON – 1
BURGLARY ALARM – 1
ASSAULT – 1
CRIMINAL MISCHIEF – 3
MISSING CHILD – 1
HARASSMENT – 1
WELFARE CHECK – 1
INTOXICATED MALE – 1
FOUND PROPERTY – 1
KEEP THE PEACE – 1
RABID RACOON – 1
TRAFFIC CONTROL – 1

VILLAGE OF BREWSTER POLICE

SELECTIVE TRAFFIC ENFORCEMENT

MAY 2012

STOP SIGN – 10

SPEED – 6

CELL PHONE - 5

SEAT BELT – 23

D.O.T. TRUCK ENFORCEMENT – 82

VTL ARRESTS – 2

TOTAL – 128

Village of Brewster Planning Board
David P. Kulo Jr.
Chairman

To James Schoenig, *Mayor*
Christine Piccini, *Trustee, Deputy Mayor*
Mary Bryde, *Trustee*
Teresa Stockburger, *Trustee*
Tom Boissonnault, *Trustee*
Peter Hansen, *Clerk & Treasurer*
Anthony Mole, *Counsel*

Regular Meeting May 22, 2012

There was no new or pending business.
We did discuss the upcoming NY Planning Federation sessions and preparing for new Comprehensive Plan.
Addendum – On June 14, 2012, request was approved to change our next PB meeting for June to July 10, 2012. This was done to resolve a conflict with Federal elections on June 26.
David Kulo
Chairman, Planning Board
June 20, 2012

May 2012 Code Enforcement Report

VILLAGE OF BREWSTER
50 MAIN STREET
BREWSTER, NY 10509
(845) 279-3760

SUMMARY REPORT

Fees	
Safety Inspection:	350.00
Property Registration:	375.00
Building:	2,095.00
Planning Board Fees:	0.00
Zoning Board Fees:	0
Total for May:	**$2,820.00**

Permits:	**3**
Sign Permits:	**0**
Certificates of Occupancy	**14**
Pending or Open w/Order to Remedy:	**45**
Appearance Tickets	**0**
Property Registration Pending:	**33**
Operating Permit Issued:	**7**
All Pending Inspections:	**39**