VILLAGE OF BREWSTER
BOARD OF TRUSTEES
September 19, 2012

Minutes

The Board of Trustees of the Village of Brewster held a Public Hearing at 7:30PM, followed by a Regular Meeting at 7:31PM on September 19, 2012 at Village Hall, 50 Main Street, Brewster, New York 10509.

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

Public hearing
Refuse rents

The Board of Trustees of the Village of Brewster is holding a Public Hearing for the purpose of obtaining public input regarding refuse rent rate increase from $140 every 6 months to $145 every six months; and to establish a separate Special Revenue Fund for budgetary purposes to be known as CL - Refuse and Garbage.

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

No public comment.

Mayor Schoenig motions to close the Public Hearing, Trustee Boissonnault 2nd all in favor 5 to 0.

Regular Meeting

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

1. Ragamuffin parade permit – Pastor Rick Julian did not attend. No action taken.
2. Caroling Parade permit – Amy Campanaro was in attendance to answer any questions regarding the Caroling parade permit application. Mayor Schoenig motions to approve the Caroling Parade Permit on 12/1/12 from 5:15 to 6:30 on Main Street from the Museum to the Train Station and back to Walter Brewster House, waiving any associated fees, Deputy Mayor Piccini 2nd all in favor 5 to 0.
3. Monthly Reports
   3.1. Code Enforcement Report – Joe Hernandez – Mayor Schoenig motions to approve the August Code Enforcement Report, Deputy Mayor Piccini 2nd all in favor 5 to 0. Report attached to these minutes.
   3.2. Engineer's Report – John Folchetti – Deputy Mayor Piccini motions to approve the Engineer's Report, Trustee Stockburger 2nd all in favor 5 to 0. Of note, sewer Mains were jetted and grease extracted so as not to impact plant operations as per the locations identified in previous minutes. Report attached to these minutes.
   3.3. Police Report – John Del Gardo – Deputy Mayor Piccini motions to approve the August Police Report, Trustee Boissonnault 2nd all in favor 5 to 0. Report attached to these minutes.
   3.4. Planning Board Report – Rick Stockburger – Mayor Schoenig motions to approve the August Planning Board Report, Trustee Bryde 2nd all in favor 5 to 0. Report attached to these minutes.
4. Refuse Rents
   4.1. Mayor Schoenig motions to approve Refuse rent increase from $140 per six months to $145 per six months effective January 1, 2013, Trustee Stockburger 2nd all in favor 5 to 0.
5. Refuse/Garbage Budgetary Fund (CL)
   5.1. Trustee Stockburger motions to approve the establishment of a separate budgetary fund (CL) for Refuse/Garbage effective with the 2014 Village Budget Year, Trustee Bryde 2nd all in favor 5 to 0.

6. Award 2013 Utility Water Truck purchase
   6.1. Deputy Mayor Piccini motions to approve the purchase of a 2013 1 ton Utility Water Truck from Vision Ford, the lowest responsible bidder for $37,068.00, Trustee Boissonnault 2nd all in favor 5 to 0.
7. Public notice – AUD
   7.1. Trustee Boissonnault motions to order the Clerk to publish a legal notice announcing the Fiscal Year 2012 Annual Financial Document is available at Village Hall, Deputy Mayor Piccini 2nd all in favor 5 to 0.
8. Water & Sewer Fees – Consensus is to do it at cost and survey the neighboring municipalities for application fees charged in addition to actual cost. Recommendation will be presented at the October 3rd Board meeting and amendment of the fee schedule may take place at that time. [The Board moved this item for consideration earlier on the agenda to between item 3.2 and 3.3 as both Code Enforcement Officer and Village Engineer are in attendance]
9. Fee for non-payment of taxes sent to County – Counsel Molé will check into authorization guidelines.
10. Greenways grant application resolution
    10.1. Mayor Schoenig motions to approve Resolution No. 091912-1 as written for the Greenways Grant application, Trustee Stockburger 2nd all in favor 5 to 0.
11. Correspondence sent-received for August, 2012
    11.1. Trustee Bryde motions to approve Correspondence Sent-Received for August 2012, Deputy Mayor Piccini 2nd all in favor 5 to 0. Trustee Bryde was particularly pleased to see the support for the Purple Heart endeavor.
12. Minutes for approval – September 5, 2012
    12.1. Trustee Bryde motions to approve the Minutes for September 5, 2012, Deputy Mayor Piccini 2nd all in favor 4 to 0. Trustee Stockburger abstains.
13. Surplus equipment disposal – Mayor Schoenig motions to dispose of excess file cabinets at 208 Main Street, old computer (with hard drive removed) and two imperfect monitors all listed deemed to have no value, Deputy Mayor Piccini 2nd all in favor 5 to 0.
14. Vouchers Payable – Trustee Bryde states she has reviewed the vouchers and found everything in order.

14.1.	A	General	$46,645.86
14.2.	F	Water	7,379.89
14.3.	G	Sewer Operations	133,569.02
14.4.	H10	Wastewater Capital Project	3,381.00
14.5.	H61	Wells Brook Retrofit	8,884.66
14.6.	H62	Tonetta Brook Retrofit	31,000.00
14.7.	TA	Trust and Agency	3,752.85
		Total Vouchers Payable	**$234,613.28**

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

15. Other Business
    15.1. Deputy Mayor Piccini
        15.1.1. Garden Street School survey with developer and Pattern for Progress toured today. Feedback was positive and they complimented us all for being proactive, working with the School District, and not letting the building sit for years before addressing the situation.
    15.2. Trustee Stockburger
        15.2.1. Notes that some of the Petunias on Carmel Avenue Bridge are dead.
    15.3. Trustee Bryde
        15.3.1. Notes we met with Hudson Valley United Cerebral Palsy and would like to know if it is now our emergency shelter. Mayor Schoenig says it is in the hands of the BES - Bureau of Emergency Services - to designate emergency shelters.
        15.3.2. NY Alert is still on hold and wonders if we should go out on our own with information. Mayor Schoenig says the BES is the coordinating body for this County and we will continue to try to get their representative to address us at a regular meeting, then they and we may disseminate further information.
        15.3.3. Asks how Jessica Lopez worked out for after school work. Things went well, PCAP is funding an hour a day but only till the end of September.

15.4. Mayor Schoenig

15.4.1. Meeting called by Putnam County Board of Health to discuss outside water user letters that were sent from the Village.

16. New Business

16.1. Trustee Bryde thanks Jack Gress for his annual memorial ceremony memorializing the 9/11 attacks.

16.2. Mayor Schoenig notes the letter to property owners scheduled to go out with the water billing on October 1st cautioning the owners not to start work without a permit. Need to note in each property file the disposition of each inquiry as they come in the Village Office.

17. Public Comment

17.1. Rick Stockburger notes how well the film festival went. All agree it was a great event and look forward to next year.

17.2. Mr. Donnelly says he is trying to get a meter on his 2" water line but was told to get authorization from the Board of Trustees - Mayor Schoenig motions to authorize 544 N. Main St. to install a meter on the 2" line. Mr. Donnelly asks if permits are required for the sewer connection. Mr. Hernandez will get back to him.

17.3. Charles Bergstrom recommends the addition of "in" and "out" arrows at the entrance to the 208 Main parking lot. Mayor Schoenig says he will speak to DPW Superintendent about the feasibility of doing that. Also recommends street markings in the street outside Beecher's Funeral Home Putnam Ave./Putnam Terrace.

18. Mayor Schoenig motions to adjourn Deputy Mayor Piccini 2nd all in favor 5 to 0.

August 2012 Code Enforcement Report

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

SUMMARY REPORT

BUILDING FEES =	**$3,450**
PROPERTY REGISTRATION =	**$95**
ZONING BOARD FEES	**$400**
SAFETY INSPECTION =	**$500**
TOTAL FOR AUGUST =	**$4,445**

PERMITS:	**13**

INSPECTIONS:	
OPERATING PERMIT	**3**
TENANT CO	**1**
TOTAL COs, CCs	**8**
PENDING INSPECTION	**1**
FIRE INSPECTIONS	**3**
FAILED INSPECTIONS	**2**

PROPERTY REGISTRATION PENDING	**25**

ORDERS TO REMEDY:	
TOTAL ISSUED	**5**

STOP WORK ORDERS:	
TOTAL ISSUED	**0**

VIOLATIONS:	
TOTAL ISSUED	**0**
RESOLVED	**0**

1. GENERAL INFORMATION		
Report No: 9 of 2012	Date: 9/19/2012	Contract No:
Facility Name: **VOB / WASTEWATER TREATMENT PLANT**		

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)

- Plant flows averaged 125,000 for the month of August
- A new submersible pump for the Marvin Ave. pump station was ordered on 8/16/12 from Hydrotec. Inc. Awaiting delivery.
- Carmel Ave pump station generator was inspected by Contractor, Genserve Inc., on 9/12/12. Technicians found stator damaged by rodents. Genserve recommended that stator be replaced. The Village coordinated the installation of a temporary standby power supply generator which was installed on 9/14/12.
- Recommended and implemented a collection system maintenance program to minimize grease loading to WWTP per DEC directive.
- Warex concluded discharge operations from its dewatering project at Gulf Station. Pretreatment was effective with no reported adverse effects on WWTP Operations.
- STES replaced one of two non-potable water pumps during the week of 9/9/12.

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

- STES and JRFA are evaluating recommendations for updating the Chemical Bulk Storage system at the WWTP made by CJS Engineering.
- Continue adjusting and evaluating sludge thickening process
- Darlington Equipment Co. was on site the week of 9/9/12 to replace broken A-frames on RBC No. 1. Repair work and start up / testing of unit to be completed during the week of 9/16/12
- STES will evaluate CMF Units 1 and 3 and make recommendations for additional membrane module purchase/replacement.
- STES to replace submersible pump in Marvin Ave pump station upon receipt of new pump.

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

- Implement aerobic digestion of sludge in Equalization Tank chamber to reduce the volume of sludge transported off site
- Continue ordering equipment and materials for scheduled preventive and corrective maintenance work.
- Investigate the installation of a gravity pipe system to direct additional balance water (secondary effluent) to the thickener to improve sludge thickening operation
- JRFA & STES to investigate possible equipment retrofits and operational modifications to reduce peak electrical power demand.
- Continue grease trap inspections per recommendations from our prior report.

VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT

1. GENERAL INFORMATION		
Report No: 9 of 2012	Date: 9/19/2012	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
- Coordinated soil testing lab results with Smith Labs, final results pending
- Stormwater Pollution Prevention Plan (SWPPP) submitted to EOHWC on 8/30/12.
- Putnam County Highway Department Work Permit submitted to County on 9/5/12 for proposed work in the Railroad Avenue right-of way.
- Highway Work Permit submitted to NYSDOT on 8/24/12 for proposed work in the Route 6 right-of-way.
- Design documents submitted to Metro North Railroad for proposed work in the "Track-side North" parking lot.
- Application for an Article-24 (Freshwater Wetlands) Permit and Article-15 (Protection of Waters) Permit submitted to NYSDEC on 8/20/12
- A draft copy of laboratory testing results for soil samples collected at the extended detention basin site were forwarded to NYCPD on 8/30/12

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

- Finalize Design Plans
- Finalize detailed Technical Specifications
- Coordinate Final Lab results with Smith Labs.
- Coordinate soil disposition/re-use methods with NYCDEP and NYSDEC.

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

- Begin discussing land use/occupancy permit arrangements with NYCDEP and EOH Watershed Corporation.
- Submit Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) to NYSDEC for coverage under SPDES (GP-10-0-001) upon authorization from EOH Watershed Corporation.
- Finalize SEQRA upon receipt of final soil testing results.

VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT

1. GENERAL INFORMATION		
Report No: 9 of 2012	Date: 9/19/2012	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
- Engineering Report including Stormwater Pollution Prevention Plan (SWPPP) and Stream Crossing Piping and Diversion Permit (CPDP) submitted to NYCDEP on 8/16/12 and EOH Watershed Corporation on 8/30/12.
- Updated Article-24 (Freshwater Wetlands) and Article-15 (Protection of Waters) Permit application documents submitted to NYSDEC on 8/15/12.
- Submitted Wetlands Disturbance/Mitigation Plan documents to Army Corp. of Engineers on 9/5/12 for final determination of Project coverage under ACOE Nationwide General Permit No. 27, as applicable.

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

- Finalize Design Plans
- Finalize detailed Technical Specifications
- Coordinate final lab results with Smith Labs.
- Coordinate soil disposition / re-use methods with NYCDEP and NYSDEC
- Coordinate wetland disturbance activities with Army Corp. of Engineers (ACOE)

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

- Continue coordinating final wetland permit application requirements with NYSDEC
- Begin discussing land use/occupancy permit requirements with NYCDEP and EOH Watershed Corporation
- Submit Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) to NYSDEC for coverage under SPDES (GP-10-0-001) upon authorization for EOH Watershed Corporation.
- Finalize SEQRA upon receipt of final soil testing results.

VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT

1. GENERAL INFORMATION		
Report No: 9 of 2012	Date: 9/20/2012	Contract No:
Facility Name: **VOB / SAFTEA LU SIDEWALK**		

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):

- Discussion with NYSDOT on August 22th on select review comments. Received guidance on comments and working to finalize report.

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

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

- Meet with NYSDOT representatives during the week of September 24, 2012 to further discuss report items that we have been working for the last month.
- Resubmit Engineering Report to NYSDOT once SEQRA and Public Comment is complete
- Begin design of SAFTEA-LU Project upon NYSDOT Engineer Report approval
- Need to schedule a public hearing in Oct/Nov to get comments from village residents and to start SEQRA.

VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT

1. GENERAL INFORMATION		
Report No: 9 of 2012	Date: 9/19/2012	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

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

- Expect 2nd round of DEC Audit.

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

VILLAGE OF *BREWSTER POLICE DEPARTMENT* MONTHLY REPORT

AUGUST 2012

POLICE CHIEF
John Del Gardo

VILLAGE OF BREWSTER POLICE DEPARTMENT

MONTHLY REPORT

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

TICKETS

Uniform Traffic Tickets:	106
Parking Tickets:	95
Local Ordinance:	0
DOT Tickets:	100
TOTAL TICKETS	**301**
TAXI INSPECTION	**65**

ARRESTS

Villani	4	VTL 512
Prestamo	2	240.26
Peiffer	1	VTL 512
Perro	1	VTL 511
Frattarola	1	120
TOTAL ARRESTS		**9**

SECURITY VISITS PATROL

Sewer:	156
Water Tank:	150
Well Field:	95
SECURITY VISITS	**401**

FOOT PATROL	**HOURS**
Main Street:	71
M.T.A Station:	85
Residential:	21
TOTAL HOURS	**177**

Administration:		23
911 CALLS		**85**
Walk in-Pickup Compls		24
Court Hours	Village	18
Court Hours	S.E.	77
911 Calls Outside Village		9

(Officers in-station with reports)

(Security Detail) 2 Officers

(Security Detail) 2 Officers

VEHICLE

Repairs:	$311

MILEAGE

7K-245	1423
7K-246	864
7K-243	346
DWI	0
Mileage Total:	2633

Fuel:	357	Gallons

PARKING ENFORCEMENT

P.E.O Stockburger -	Hours:	27
	Tickets:	14
P.E.O. Gianguzzi -	Hours:	4
	Tickets:	13

911 DISPATCHED CALLS – 85

AIDED CASE – 8
E.D.P – 4
D.O.A – 1
VEHICLE ACCIDENT – 10
ASSAULT – 3
DISPUTE – 13
DOMESTIC DISPUTE – 6
LARCENY – 1
911 HANG UP – 9
CALL FOR HELP – 3
LOST CHILD – 1
FIRE ALARM – 2
GAS LEAK – 1
SEWER LEAK – 1
STUCK ELEVATOR – 1
SUSPICIOUS PERSON – 2
TRESPASS – 1
HARASSMENT – 3
NOISE COMPLAINT – 2
CRIMINAL MISCHIEF – 3
INTOX MALE – 3
BOLO – 1
VEHICLE LOCKOUT – 1
BLOCKED DRIVEWAY – 2
CAT STUCK IN WHEEL WELL – 1
ANIMAL IN CEILING – 1
RABID RACCOON – 1

VILLAGE OF BREWSTER POLICE

SELECTIVE TRAFFIC ENFORCEMENT

AUGUST 2012

STOP SIGN – 19

SPEED – 16

CELL PHONE - 19

SEAT BELT – 3

D.O.T. TRUCK ENFORCEMENT – 100

VTL ARRESTS – 6

RED LIGHT – 4

TOTAL – 167

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 August 28, 2012

New Business:

55 East Main Street. *Cache Restaurant*. Mr. Nixon discussed concept plans for expansion of the restaurant to 3450 s.f. from 1700s.f. Since the proposal was not a change in use, the Planning Board was interested only on the exterior modification and requested that the application include a detail rendition.

145 Main Street. *Four Star Deli*. Mr. Ramirez discussed his concept plans consisting of a proposed front patio. Outside dining would also include the consumption of alcohol – requiring applicant to be licensed with the State Liquor Authority. I was said that such plans should include efforts to beautify the premises.

David Kulo
Chairman, Planning Board
September 18, 2012