

VILLAGE OF BREWSTER

BOARD OF TRUSTEES

1 MAY 2019

7:00 P.M.

SPECIAL MEETING – EXECUTIVE SESSION AT 7:00 PM

FOLLOWED BY A REGULAR MEETING AT 7:30 PM OR AS SOON THEREAFTER AS TIME PERMITS

DRAFT MINUTES

The Board of Trustees of the Village of Brewster held special meeting for executive session at 7:00 PM followed by a regular meeting at 7:30 PM May 1, 2019 at Village Hall, 50 Main Street, Brewster, NY 10509.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees: Mary Bryde, Tom Boissonnault, George Gaspar  
Village Counsel: Anthony Molé  
Clerk & Treasurer: Peter Hansen  
Deputy Clerk-Treasurer: Michelle Chiudina

Absent:

Pledge to flag.

Notation of Exits

**7:00 Special Meeting:** Mayor Schoenig motions to open the Special meeting and go into executive session, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.

Executive Session to discuss legal and contractual matters with the Brewster Southeast Fire District.

**Regular Meeting**

Mayor Schoenig motions to come out of executive session and open the regular meeting, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.

1. St. Lawrence O’Toole Feast of Corpus Christi Parade Permit Application – Alan Patrie

**PARADE PERMIT APPLICATION**

Applications shall be filed with the Village Clerk at least 60 Days in advance of the event and applicant is required to appear before the Board of Trustees at least 30 days in advance of the event:

Name of Parade Chairman: Alan Patrie	Telephone Number: 845-490-1947
Email: <a href="mailto:alan.patrie@att.net">alan.patrie@att.net</a>	Cell Phone: 845-490-1947
Organization Name: St Lawrence O’Toole Church	Org. Telephone Number: 845-279-2021
Organization Address: 31 Prospect St. , Brewster	
Head of Organization: Fr. Richard Gill	Email: alan.patrie@att.net
Parade Date: 06/23/19 Rain Date: NONE	Number of Participants: ~ 100
Starting Time: 4:00 PM Ending time: 5:15 PM	Number of Vehicles: NONE
Assembly Street and assembly time: Main Street and RR Ave. at 3:45 PM (on sidewalk)	
Details: Walking (on road) procession for the Feast Of Corpus Christi from Main Street/RR Ave to St. Lawrence O’Toole.	
There will be eight brief stops (~ 5 minutes ea.) along the way for a prayer and song, approximately follows:	
1 at VOB, 1 across from Library, 1 at Progress/Main, 1 at Hoyt/Prospect, 3 on Prospect, 1 at SLOT Gym	
Starting Point: Traffic Light at Main Street / Railroad Ave.	
Termination Point: St. Lawrence O’Toole Church, (Prospect Street)	
Parade Route: (1) Traffic Light at Main Street/Railroad Ave, then East on Main towards Library	
(2) Back West on Main Street to Right onto Progress Street.	
(3) Up Progress Street to Hoyt Street to Prospect Street.	
(4) Finish St. Lawrence O’Toole Church, 31 Prospect Street.	
All information furnished on this form is true and complete to the best of my knowledge and belief.	
Signature of Applicant: <i>Alan Patrie</i>	Date: 4/23/2019

Mayor Schoenig motions to approve the parade permit for the Feast of Corpus Christi on June 23, 2019 at 4:00 pm assembly (at 3:45 PM) at Railroad Avenue & Main St., march along Main Street with stops at the Village office, across

from Library, Progress St. at Main, Prospect St. at Hoyt, 3 stops on Prospect St., 1 stop at St. Lawrence O'Toole Gym, parade ends, applicant to notify Fire Department and Emergency Services (911) waiving all fees – all tolled about 75 minutes from start to finish, Trustee Gaspar 2<sup>nd</sup> all in favor 5 to 0.

2. DPW Report – DPW Superintendent Domenic Consentino delivers the DPW report. Mr. Consentino received two quotes to clean the exterior of our water tank, one from the company that built the storage tank building and one from the company that cleaned the entire building. One quote is one third of the other, so Mr. Consentino will go over the two offers to determine which suits their needs best, and will be looking for a third quote. Mr. Consentino received a list of paving contractors from Putnam County and emailed them to Village Engineer Todd Atkinson for review and discussion. The water was turned back on at Wells Park and Mr. Consentino changed out multiple garbage can lids on Main Street but informs Clerk Hansen that we may need to reorder some. Trustee Bryde asks about the hiring process for a new DPW worker. Mr. Consentino says he's still receiving applications and will be going over applications as soon as possible. Trustee Bryde also asks if the baskets can be brought up to Village Hall next week so more flowers can be put in and they can be hung up soon after. Deputy Piccini would also like to thank Mr. Consentino for having the bags ready for Earth Day clean up weekend. Mayor Schoenig motions to accept the DPW report, Trustee Boissonnault 2<sup>nd</sup>, all in favor 5 to 0.
  - 2.1. Clerk Hansen asks permission from the Board if Margaret Foxmore and Kristina Houdusse could speak about some issues with the Board and Mr. Consentino before he leaves. Mrs. Foxmore asks about sidewalks in the Village. Mayor Schoenig says we are in the process of repaving the streets and once that is completed, the DPW will work on fixing the sidewalks. Mrs. Foxmore also asks about the hydrant flushing and what the public sees in their water during this time. Mr. Consentino explains that the system is flushed so the iron and manganese gets out of the system but when water is used in homes, it could end up in sinks, toilets and washing machines, which could also be because of build up in the systems within the home. Mrs. Houdusse asks about the hydrant flushing again and if this year was worse than other years because she rarely has problems but this year her water softener filter was very rusty looking. The Board explains that in different parts of the Village and different times of the year the hydrant flushing can appear redder in some homes depending on their usage that day and many other factors. Mayor Schoenig mentions that the Board received a letter from New York State Department of Health for commending the Village on their water quality. Mrs. Foxmore asks about the noise ordinances in the Village of Brewster. Mr. Hansen brings up the Village Code and it states that during the week there will be no excessive noise at any time and no noise between the hours of 10pm and 7am, however the term for excessive noise is up for interpretation due to its definition including reasonable persons of normal sensitivities. The Board also recommends that if there are any issues, they should submit a complaint to the Village or call the Officer on Duty line to get the issue resolved.
3. Financial Update – Clerk Hansen delivers the financial update. He explains that this is the last month of the fiscal year and although cash flows a bit tight, this happens every year and the Village will manage. The efforts have been double to receive money due for water and sewer from residents who have not paid their bills, with the threat of termination of service. Clerk Hansen says we have several bond payments that are going out this month and the Village is doing it's best to stay ahead of it.
4. Budget Amendments to FY 19 Budget (2018-2019). Clerk Hansen explains these budget amendments need to be made to stay within the budget expenditures in accordance to New York State Law. Deputy Mayor Piccini asks about how the changes that were made to fines, rates and other changes will affect the 2020 budget. Deputy Mayor Piccini continues by stating that all the changes that have been made are to ensure that there are not as many budget amendments for next year. Peter says that for the foreseeable future we will not be putting the Village at financial risk.

Budget Adjustments 5/01/19 Fiscal Year 2019			Original Budget	Projected Budget	Variance
<b>GENERAL FUND</b>					
Budget Increase	A.1110.150	COURT SECURITY	\$10,000.00	\$15,000.00	\$5,000.00
Budget Increase	A.1130.400	FINES TO STATE COMPTROLLER.CONTRACT EXP	\$208,000.00	\$231,227.00	\$23,227.00
Budget Increase	A.1325.400	CLERK & TREASURER CONTRACT EXP	\$500.00	\$3,972.00	\$3,472.00
Budget Increase	A.1440.400	ENGINEERING FEES MUNI CONTRACT EXP	\$10,000.00	\$22,000.00	\$12,000.00
Budget Increase	A.1620.400	BUILDING OPS & EQUIP.CONTRACT EXP	\$22,000.00	\$24,300.00	\$2,300.00
Budget Increase	A.1620.480	25 MARVIN AVE BLDG OPERATION..	\$5,000.00	\$11,000.00	\$6,000.00
Budget Increase	A.1930.400	JUDGMENTS & CLAIMS & TAX CERTIORARI..	\$0.00	\$2,649.00	\$2,649.00
Budget Increase	A.1989.400	LEASE NYC.PARKING REVENUE SHARE	\$50,000.00	\$85,050.93	\$35,050.93
Budget Increase	A.1989.410	LEASE TAX PAYMENT NYC..	\$10,000.00	\$51,670.08	\$41,670.08
Budget Increase	A.3120.100	POLICE.PERSONAL EXP	\$207,500.00	\$269,385.56	\$61,885.56
Budget Increase	A.3120.200	LAW ENF.EQUIPMENT & SVCS - CAPITAL	\$0.00	\$38,093.00	\$38,093.00
Budget Increase	A.3120.400	POLICE. CONTRACT EXP..	\$54,000.00	\$65,321.35	\$11,321.35
Source(Rev)	A.1289	OTR GVT INC-COURT JCAP GRANT	\$0.00	(\$2,187.00)	(\$2,187.00)
Source(Rev)	A.1289.900	BULLETPROOF VEST PARTNERSHIP..	\$0.00	(\$1,015.00)	(\$1,015.00)
Source(Rev)	A.2590	PROPERTY REGISTRATION FEE	(\$200.00)	(\$5,650.00)	(\$5,650.00)
Source(Rev)	A.2610	FINES AND FOREFEITED BAIL	(\$488,000.00)	(\$515,436.00)	(\$27,436.00)
Source(Rev)	A.2680	INSURANCE RECOVERIES	\$0.00	(\$13,422.82)	(\$13,422.82)
Source(Rev)	A.2770	UNCLASSIFIED REV - (SPC PERMITS...)	(\$2,000.00)	(\$18,761.27)	(\$16,761.27)
Source(Rev)	A.5710	CAPITAL PROCEEDS	\$0.00	(\$41,848.00)	(\$41,848.00)
Source (Underexpended Funds)	A.1325.141	DEPUTY CLERK-TREASURER..	\$13,040.00	\$6,442.00	(\$6,598.00)
Source (Underexpended Funds)	A.1910.400	UNALLOC INSURANCE.PREMIUMS.PROPERTY&LIABILITY	\$20,000.00	\$9,752.68	(\$10,247.32)
Source (Underexpended Funds)	A.1990.400	CONTINGENT ACCT..	\$40,000.00	\$18,134.69	(\$21,865.32)
Source (Underexpended Funds)	A.3620.100	BUILDING & CODES ENFORCEMENT.PERSONAL EXP	\$40,000.00	\$18,135.00	(\$21,865.00)
Source (Underexpended Funds)	A.5110.100	STREET ADMIN.PERSONAL EXP	\$45,387.00	\$37,858.52	(\$7,528.48)
Source (Underexpended Funds)	A.5142.100	SNOW REMOVAL.PERSONAL EXP	\$59,042.00	\$38,190.68	(\$20,851.32)
Source (Underexpended Funds)	A.5142.200	SNOW REMOVAL.EQUIPMENT & SVCS - CAPITAL	\$1,000.00	\$171.86	(\$828.14)
Source (Underexpended Funds)	A.5142.400	SNOW REMOVAL.CONTRACT EXP	\$44,000.00	\$38,870.15	(\$5,129.85)
Source (Underexpended Funds)	A.8010.430	ZONING. ZBA MEMBER TRAINING EXPENSE..	\$3,500.00	\$0.00	(\$3,500.00)
Source (Underexpended Funds)	A.8170.100	STREET CLEANING.PERSONAL EXP	\$59,947.00	\$48,554.70	(\$11,392.30)
Source (Underexpended Funds)	A.9010.800	STATE RETIREMENT..	\$59,706.00	\$53,545.05	(\$6,160.95)
Source (Underexpended Funds)	A.9040.800	WORKERS COMP..	\$38,940.00	\$20,557.86	(\$18,382.14)
				General Fund NET	\$0.00
<b>WATER FUND</b>					
Budget Increase	F.8310.150	ADMIN. POLICE PERS. SERV.	\$145,250.00	\$163,406.25	\$18,156.25
Budget Increase	F.8310.210	ADMIN. CAPITAL EQUIP - OTHER	\$0.00	\$23,000.00	\$23,000.00
Budget Increase	F.8310.470	ADMIN. POLICE CONTRACT	\$32,655.00	\$35,623.64	\$2,968.64
Budget Increase	F.8340.410	TRANS/DIST. OUTSIDE VILLAGE CONT EXP..	\$0.00	\$5,300.00	\$5,300.00
Source(Rev)	F.5710	CAPITAL PROCEEDS	\$0.00	(\$11,659.00)	(\$11,659.00)
Source (Underexpended Funds)	F.1990.400	CONTINGENT ACCT.CONTRACT EXP	\$20,000.00	\$0.00	(\$20,000.00)
Source (Underexpended Funds)	F.8320.200	SUPPLY.EQUIPMENT & SVCS - CAPITAL	\$10,000.00	\$0.00	(\$10,000.00)
Source (Underexpended Funds)	F.9040.800	WORKERS COMP..	\$20,404.00	\$12,638.11	(\$7,765.89)
				Water Fund NET	(\$0.00)
<b>SEWER FUND</b>					
Budget Increase	G.1930.400	JUDGMENTS & CLAIMS.CONTRACT EXP	\$0.00	\$14,157.00	\$14,157.00
Budget Increase	G.8110.180	ADMIN POLICE PERS SERV	\$62,250.00	\$80,960.00	\$18,710.00
Budget Increase	G.8110.210	ADMIN. CAPITAL EQUIP - OTHER	\$0.00	\$10,781.00	\$10,781.00
Budget Increase	G.8110.460	ADMIN POLICE CONTRACT	\$15,300.00	\$19,700.00	\$4,400.00
Budget Increase	G.9710.620	EFC SERIAL BONDS PRINCIPLE WWTP & LATERALS - P.	\$0.00	\$55,000.00	\$55,000.00
Source(Rev)	G.5710	BOND/BAN/CAPITAL PROCEEDS	\$0.00	(\$5,465.00)	(\$5,465.00)
Source (Underexpended Funds)	G.1990.400	CONTINGENT ACCT.CONTRACT EXP	\$10,000.00	\$0.00	(\$10,000.00)
Source (Underexpended Funds)	G.8120.420	COLLECTION SYSTEM OPERATIONS	\$120,600.00	\$104,556.00	(\$16,044.00)
Source (Underexpended Funds)	G.8130.410	SEWER PLANT OPS CONTRACT	\$734,143.00	\$662,604.00	(\$71,539.00)
				Sewer Fund NET	\$0.00

Deputy Mayor Piccini motions to approve the budget transfers and amendments, Trustee Gaspar 2<sup>nd</sup> all in favor 5 to 0.

## 5. Summer Hours

- 5.1. Summer hours for the Village Office, Court, and Department of Public Works starting the day after Memorial Day, Tuesday, May 28, 2019; Village Office, Court & DPW will report to work ½ hour early each day and leave 2 ½ hours early on Fridays. 8:00 a.m. to 4:00 p.m. Monday through Thursday, 8:00 a.m. to 1:30 p.m. Friday. Normal hours, 8:30 a.m. to 4:00 p.m. Monday through Friday, to resume the day after Labor Day, Tuesday, September 3, 2019. Mayor Schoenig motions to approve summer hours as written, 2<sup>nd</sup> all in favor 5 to 0.

## 6. Minutes for Approval

- 6.1. April 3, 2019 Minutes, Trustee Bryde motions to approve, Deputy Mayor Piccini 2<sup>nd</sup> 4 to 0, Trustee Gaspar abstains.
- 6.2. April 10, 2019 Minutes for the public hearing, Trustee Bryde motions to approve, Deputy Mayor Piccini 2<sup>nd</sup> 4 to 0, Trustee Gaspar abstains.
- 6.3. April 17, 2019 Minutes, Trustee Bryde motions to approve, Trustee Gaspar 2<sup>nd</sup>, all in favor 3 to 0, Trustee Boissonnault and Deputy Mayor Piccini abstain.

## 7. Vouchers Payable – Trustee Bryde reviewed the vouchers and found everything in order.

7.1. A -	General Fund	\$10,902.84
7.2. C –	Refuse & Garbage	461.52
7.3. F -	Water Fund	30,304.33
7.4. G -	Sewer Fund	43,775.27
7.5. T -	Trust & Agency	6,089.50

Total Vouchers Payable \$91,533.46

Mayor Schoenig motions to approve the vouchers payable as written, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.

## 8. Other Business

- 8.1. Fall Festival follow-up – The Board discusses the pros and cons of having alcohol being sold at the Fall Festival in September. The Board comes to the conclusion that they do not condone having alcohol being sold on that day. Mayor Schoenig also mentions that the DPW will not be able to clean up Wells Park after the Cultural Arts Music Festival on June 8, 2019.
  - 8.2. Deputy Mayor Piccini asks about the continuation of the Village Matters. Trustee Bryde says she is hesitant about continuing the paper because she does not believe that it is working well with the Publisher. Trustee Gaspar says that he does not think that the Board should end the publication of the Village Matters because it informs the people of the upcoming projects that are taking place in the Village. Trustee Bryde expresses that she does not want to be a part of the newspaper committee and believes that the Village Matters newspaper should not continue. Mayor Schoenig says that if the paper were to continue, the Village may want to go with a different publisher. The Board decides that the Village Matters newspaper will continue.
  - 8.3. Trustee Bryde says she will be finalizing the women of distinction photos that will be framed and hung up in the Village vestibule.
    - 8.3.1. Trustee Bryde asks Mayor Schoenig if he mentioned the National Safety Officers Recognition barbeque on May 10, 2019 to Chief Del Gardo. Mayor Schoenig said that he did not see Chief Del Gardo in the office on Friday but he will mention it to him when he sees him.
    - 8.3.2. Trustee Bryde also mentions that she, Clerk Hansen and Deputy Clerk Chiudina met with a security service provider about putting up cameras in Wells Park. Clerk Hansen is waiting for a quote on the 360-degree cameras on the light poles with the wiring, the server, cable modem, router and possibly a cooling mechanism in one of the trailers at Wells Park. Clerk Hansen contacted Comcast about putting a cable modem in the trailer and it is not currently in the agreement in place with Comcast and the Village so it may take some time to get this part of the agreement approved.
  - 8.4. Trustee Boissonnault will be at Wells Park on Sunday to do the plantings for the flowers between 9 and 10 am. Trustee Boissonnault says that the same three workers are interested in working at the park again this summer. Trustee Boissonnault has asked Mr. Consentino for the DPW to help get 10 yards of mulch into the park and discusses the hole in the pavilion that needs to be fixed.
9. New Business
- 9.1. Deputy Mayor Piccini asks about the Franchises and the gross receipts tax. Deputy Mayor Piccini asks if Clerk Hansen has gotten any information back? Clerk Hansen says that no information has been received yet and he will follow up.
  - 9.2. Trustee Bryde mentions that she attended the Shed the Meds campaign at Putnam Hospital sponsored by the Community That Cares Coalition and it was extremely successful.
    - 9.2.1. Trustee Bryde asks about the proclamation to Christine Dangers, Clerk Hansen will print out the proclamation to be signed by the Board and it will either be picked up in the office or will be presented at a future meeting.
10. Public Comment – No Public Comment.
11. Mayor Schoenig motions to adjourn the meeting after the Board signs the proclamation, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0.