

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
January 16, 2013

Minutes

The Board of Trustees of the Village of Brewster held a Regular Meeting at 7:30PM on January 16, 2013 at Village Hall, 50 Main Street, Brewster, New York 10509.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees; Tom Boissonnault, Mary Bryde  
Village Engineer: John Folchetti  
Village Counsel: Anthony Molé,  
Clerk & Treasurer: Peter Hansen  
Village Police: John Del Gardo  
Village Code Enforcement: Joe Hernandez  
Planning Board Chair: David Kulo

Absent:

Terri Stockburger

Pledge to flag.

Notation of Exits

**Regular Meeting**

Mayor Schoenig motions to open the regular meeting, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 4 to 0.

1. Monthly Reports for December

1.1. Code Enforcement Report - Joe Hernandez provided the Code Enforcement Report for December. Deputy Mayor Piccini motions to accept the December Code Enforcement Report, Trustee Boissonnault 2<sup>nd</sup> all in favor 4 to 0. Report is attached to these minutes.

1.1.1. Fee Schedule suggested changes – Mr. Hernandez explains his recommendations to eliminate redundancy and misunderstanding on the fee schedule. The Board asks for all input from every department on suggested changes so that a single action can be taken to make all changes to the Schedule of Fees to be put on a future Board of Trustees' agenda. Targeting February 20, 2013 meeting.

1.2. Engineer's Report - John Folchetti delivers the Engineer's Report. Mayor Schoenig motions to accept the Engineer's Report, Trustee Bryde 2<sup>nd</sup> all in favor 4 to 0. Report is attached to these minutes. Mayor Schoenig asks Mr. Folchetti to look into processing sludge into compost instead of paying for hauling costs. Mr. Folchetti advocates researching remedies for the Carmel Avenue Bridge sidewalk.

1.2.1. Pattern for Progress GSS Report – Conference call set up for January 17, 2013 with Engineer, Counsel, Village representatives and Pattern for Progress to iron out final language and content.

1.3. Police Report- John Del Gardo delivers the December Police Report – Deputy Mayor Piccini motions to accept the December Police Report, Trustee Bryde 2<sup>nd</sup> all in favor 4 to 0. Report is attached to these minutes.

1.4. Planning Board Report – Dave Kulo delivers the December (actual meeting January 8, 2013) Planning Board Report, Mayor Schoenig motions to accept the Planning Board Report, Trustee Boissonnault 2<sup>nd</sup> all in favor 4 to 0. Report is attached to these minutes.

1.5. Zoning Board of Appeals Report – No activity to report. Chair will submit a report each month with or without activity.

2. TOD Training – set up to 3 potential dates for latter part of February: February 27<sup>th</sup>, March 13<sup>th</sup> or 28<sup>th</sup> of February. 27<sup>th</sup> of February preferred, 13<sup>th</sup> next, 28<sup>th</sup> last choice. Clerk will advise Pattern for Progress of potential dates and preferences.

3. Employee Drug & Alcohol Testing Program – Mayor Schoenig motions to direct the Clerk to move forward and change the employee handbook policies and contract with Partners in Safety to implement Employee Drug & Alcohol Testing, Trustee Boissonnault 2<sup>nd</sup> all in favor 4 to 0.

4. Correspondence sent-received for December, 2012 – Mayor Schoenig motions to approve the December Correspondence sent/received, Trustee Bryde 2<sup>nd</sup> all in favor 4 to 0. Trustee Bryde asks about the word “partner”

in the letter from Amy Campanaro. Clarification: The Village did not partner with the Southeast Museum on the Caroling parade.

5. Minutes for approval – Trustee Bryde motions to approve the January 2, 2013 minutes, Mayor Schoenig 2nd all in favor 4 to 0.

6. Vouchers Payable – Deputy Mayor Piccini reviewed the vouchers payable and found everything in order.

6.1. A	General	\$115,067.99
6.2. F	Water	38,725.50
6.3. G	Sewer Operations	66,956.83
6.4. H10	Wastewater Capital Project	2,326.00
6.5. H61	Wells Brook Retrofit	8,735.00
6.6. H62	Tonetta Brook Retrofit	5,510.00
6.7. TA	<u>Trust &amp; Agency</u>	<u>5,012.92</u>
	<b>Total Vouchers Payable</b>	<b>\$242,334.24</b>

Mayor Schoenig motions to approve vouchers payable, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 4 to 0.

7. Refinance Inquiry on 2002 Water Bond – Hansen provided the results of an inquiry made based on “Advance Refundings” using U.S. Treasury Bonds. Board wants to move forward with the process. A Bond Resolution will be introduced at the February 6<sup>th</sup> meeting along with an Underwriter’s Disclosure Statement which needs to be signed. The Water fund interest expense is expected to be reduced over \$240,000 during the next 26 years. Roughly \$10,000 reduction per year.

8. Other Business

8.1. Trustee Bryde

8.1.1. Would like an update on FBS activity. Mayor Schoenig will check with the court.

8.1.2. NY Alert update – no news regarding training or implementation on the local level. Clerk will contact Emergency Services and find out when this will happen.

8.2. Trustee Boissonnault

8.2.1. Letter to water company – Counsel to send letter to water company asking for a copy of their letter and explaining that the Village does not want to appear as if they are a party in the letter.

9. New Business

9.1. Trustee Bryde

9.1.1. Asks about the fire hydrant that dislocated from the connection to the main. More information should be known tomorrow when it is reconnected on 1/17/13.

9.1.2. Youth Bureau nominee notice. Suggests the 3 boys that were so helpful during Hurricane Sandy to transport water & ice to the Emergency Shelter but it looks like Putnam County Youth Bureau is only looking for one name.

9.1.3. 2005 truck auction is ongoing. Bids currently exceed \$6,000 and the bidding has 6 more days to run. Also, Brewster School Districts is interested in purchasing the truck if the bidding doesn’t yield a high enough price.

9.2. Mayor Schoenig

9.2.1. FEMA representatives came in to go over the application process. Notes that the Nor’easter is not part of the disaster reimbursement as we were originally told. Only Hurricane Sandy damages qualify.

10. Public Comment

10.1. Erin Meagher says the bicycles on the sidewalk are still continuing to traverse in front of 2-12 Main and are creating a safety hazard.

10.2. Ms. Meagher asks if Team Brewster is scheduled. Mayor Schoenig says no meeting in January or February.

11. Deputy Mayor Piccini motions to go into executive Session to discuss personnel; no action is anticipated when resuming the regular meeting, Trustee Bryde 2<sup>nd</sup> all in favor 4 to 0.

12. Mayor Schoenig motions to come out of executive session resume the regular meeting and adjourn, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor 4 to 0.

# December 2012 Code Enforcement Report

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

## **SUMMARY REPORT**

**BUILDING FEES = \$2,620.00  
PROPERTY REGISTRATION = 120.00  
SAFETY INSPECTION = \$200.00  
TOTAL FOR NOVEMBER = \$2,940.00**

**PERMITS: 13**

**BUILDING INSPECTIONS: 0**

**FIRE INSPECTIONS: 21**

**TOTAL COs, CCs 2**

**PROPERTY REGISTRATION 3**

**PENDING**

**APPEARANCE TICKETS ISSUED: 8**

**ORDERS TO REMEDY: 1**

1. <u>GENERAL INFORMATION</u>		
Report No: 1 of 2013	Date: 1/16/2013	Contract No:
Facility Name: <b>VOB / WASTEWATER TREATMENT PLANT</b>		
2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineers Contract and Scope of Work including:)		
a. Activities completed this month (attach additional pages as needed)		
<ul style="list-style-type: none"> <li>• Plant flows averaged 122,000 for the month of December.</li> <li>• A new Equalization Pump was ordered from Hydrotec, Inc on 12/22/12, awaiting receipt of new pump.</li> <li>• Repairs to Primary Sludge Pump to be completed before the end of January.</li> <li>• North Main Street Pump Station and manhole were cleanout out on 12/17/12.</li> </ul>		
b. Status of activities in progress this month (attach additional pages as needed):		
<ul style="list-style-type: none"> <li>• Scheduled PM service for CMF Blowers with Iacono, Inc . Service to be completed before the end of January.</li> <li>• Continue adjusting and evaluating sludge thickening process.</li> <li>• STES conducting ongoing manhole inspections. Annual Inspection Permit will be completed by STES within the next several weeks.</li> <li>• STES will evaluate CMF Units 1 and 3 and make recommendations for additional membrane module purchase/replacement.</li> <li>• STES and JRFA are evaluating recommendations for updating the Chemical Bulk Storage system at the WWTP made by CJS Engineering.</li> </ul>		
c. Activities scheduled (attach additional pages as needed):		
<ul style="list-style-type: none"> <li>• Implement aerobic digestion of sludge in Equalization Tank chamber to reduce the volume of sludge transported off site</li> <li>• Continue ordering equipment and materials for scheduled preventive and corrective maintenance work.</li> <li>• Investigate the installation of a gravity pipe system to direct additional balance water (secondary effluent) to the thickener to improve sludge thickening operation</li> <li>• JRFA &amp; STES to investigate possible equipment retrofits and operational modifications to reduce peak electrical power demand.</li> <li>• Continue grease trap inspections per recommendations from our prior report.</li> </ul>		

1. <u>GENERAL INFORMATION</u>		
Report No: 1 of 2013	Date: 1/16/2013	Contract No:
Facility Name: VOB / Tonetta Brook Tributary Stormwater Retrofit Project		

2. <u>ENGINEERS STATUS OF PROJECT</u> (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. <b>Activities completed this month (attach additional pages as needed):</b>		
<ul style="list-style-type: none"> <li>• Final Design is complete</li> <li>• Received Article-24 Freshwater Wetland Permit from NYSDEC on 11/21/12.</li> <li>• Forwarded copies of approved Stormwater Pollution Prevention Plan (SWPPP) documents to NYCDEP on 12/26/12 for validation check as part of pending Land Use Permit application.</li> <li>• Received approval of plans for work within the limits of Route 6 right-of-way on 1/10/13.</li> <li>• Received final soil classification acknowledgement and approval of proposed Soil Management Plan from NYSDEC on 1/10/13</li> <li>• Forwarded Soil Management Plan Summary Description to NYCDEP on 1/14/13.</li> </ul>		
b. <b>Status of activities in progress this month (attach additional pages as needed):</b>		
<ul style="list-style-type: none"> <li>• Preparing Final Bid/Construction Drawings.</li> <li>• Coordinating Contract Documents with East of Hudson Watershed Corporation.</li> <li>• Finalizing soil disposition/re-use methods with NYCDEP.</li> <li>• Coordinating Land Use Permit application with NYCDEP.</li> </ul>		
c. <b>Activities scheduled (attach additional pages as needed):</b>		
<ul style="list-style-type: none"> <li>• Finalize Soil Management Plan with NYCDEP</li> <li>• Finalize Land Use Permit application with NYCDEP.</li> <li>• Finalize Bid/Construction Drawings</li> <li>• Finalize Contract Documents</li> <li>• Bid</li> </ul>		

**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

<b>1. GENERAL INFORMATION</b>		
Report No: 1 of 2013	Date: 1/16/2013	Contract No:
Facility Name: VOB / Wells Brook Stormwater Retrofit Project		

<b>2. ENGINEERS STATUS OF PROJECT</b> (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 :)	
<b>a. Activities completed this month (attach additional pages as needed):</b>	
	<ul style="list-style-type: none"> <li>• Final Design Phase complete</li> <li>• Received approval of Stormwater Pollution Prevention Plan (SWPPP) from NYSDEC on 11/1/12.</li> <li>• Project Review Meeting was held with NYCDEP to review SWPPP and CPDP comments on 12/20/12.</li> <li>• Forwarded SWPPP and CPDP comment response letter to NYCDEP on 12/21/12.</li> <li>• Received Notice of Complete Application from NYCDEP for SWPPP and CPDP on 1/9/13.</li> <li>• Received final soil classification acknowledgement and approval of proposed Soil Management Plan from NYSDEC on 1/10/13.</li> <li>• Forwarded Soil Management Plan Summary Description to NYSDEC on 1/14/13.</li> </ul>
<b>b. Status of activities in progress this month (attach additional pages as needed):</b>	
	<ul style="list-style-type: none"> <li>• Preparing Final bid/construction documents.</li> <li>• Coordinating Contract Documents with East of Hudson Watershed Corporation</li> <li>• Finalizing soil disposition / re-use methods with NYCDEP.</li> <li>• Coordinating Land Use Permit application with NYCDEP.</li> <li>• Awaiting Public Circulation Notice from NYSDEC for pending Article 15 ( Protection of Waters) and Article 24 (Freshwater Wetlands) Permits. All technical requirements for respective permits have reportedly been satisfied.</li> </ul>
<b>c. Activities scheduled (attach additional pages as needed):</b>	
	<ul style="list-style-type: none"> <li>• Finalize Environmental Permits with NYSDEC</li> <li>• Finalize Soil Management Plan with NYCDEP.</li> <li>• Finalize Bid/Construction Drawings</li> <li>• Finalize Contract Documents</li> <li>• Receive SWPPP and CPDP approval from NYCDEP.</li> <li>• Receive NYSDEC approval of pending environmental permits.</li> <li>• Bid</li> </ul>







**VILLAGE OF  
BREWSTER POLICE  
DEPARTMENT  
MONTHLY REPORT**

**DECEMBER 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 December 2012

### TICKETS

Uniform Traffic Tickets: **58**  
 Parking Tickets: **134**  
 Local Ordinance: **0**  
 DOT Tickets: **31**

<b>TOTAL TICKETS</b>	<b>223</b>
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<b>TAXI INSPECTION</b>	<b>28</b>
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### ARRESTS

**Romano** Burglary-Menacing  
**Oddo** Disorderly Conduct  
**Peiffer** Menacing-Unlawful Imprisonment  
**Oddo** Suspended Registration  
**Oddo** Suspended Registration  
**Oddo** Suspended Registration

<b>TOTAL ARRESTS</b>	<b>6</b>
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### SECURITY VISITS PATROL

Sewer: **123**  
 Water Tank: **113**  
 Well Field: **80**

<b>SECURITY VISITS</b>	<b>316</b>
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### FOOT PATROL HOURS

Main Street: **49**  
 M.T.A Station: **129**  
 Residential: **21**

<b>FOOT PATROL HRS</b>	<b>199</b>
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Administration:	<b>21</b>
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<b>911 CALLS</b>	<b>65</b>
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Walk in-Pickup Complis	<b>19</b>
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Court Hours Village	<b>18</b>
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Court Hours S.E.	<b>58</b>
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911 Calls Outside Village	<b>4</b>
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### VEHICLE

Repairs:	<b>\$1,000</b>
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### MILEAGE

7K-245 **1035**  
 7K-246 **779**  
 7K-243 **1040**  
 DWI **0**

Mileage Total:	<b>2854</b>
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Fuel:	<b>358</b>
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P.E.O. Stockburger -	Hours:	<b>20.5</b>
	Tickets:	<b>29</b>

P.E.O. GIANGUZZI -	Hours:	<b>4</b>
	Tickets:	<b>10</b>

(Officers in-station with reports)

(Security Detail) 2 Officers

(Security Detail) 2 Officers

## 911 DISPATCHED CALLS – 65

**AIDED CASE – 13**

**D.O.A – 2**

**EDP – 2**

**VEHICLE ACCIDENT – 3**

**BURGLARY – 1**

**DISPUTE – 11**

**DOMESTIC DISPUTE – 2**

**FOUND PROPERTY – 1**

**LARGE DOG LOOSE – 1**

**LOITERING – 1**

**MISSING CHILD – 1**

**911 HANG UP – 10**

**FIRE ALARM – 1**

**FIGHT – 1**

**PHONE THREAT – 1**

**PEDDLER – 2**

**STOLEN VEHICLE RECOVERED – 1**

**SUSPICIOUS PERSON – 2**

**TRAFFIC CONDITION – 1**

**WELFARE CHECK – 4**

**VEHICLE LOCKOUT – 4**

**VILLAGE OF BREWSTER POLICE**

**SELECTIVE TRAFFIC ENFORCEMENT**

**DECEMBER 2012**

**STOP SIGN – 4**

**SPEED – 8**

**CELL PHONE - 10**

**SEAT BELT – 1**

**D.O.T. TRUCK ENFORCEMENT – 31**

**VTL ARRESTS – 3**

**ONE WAY – 0**

**RED LIGHT – 0**

**TOTAL – 57**

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 January 8, 2013***

*This meeting was rescheduled from December 25, 2012.*

***Public Hearing***

**55 East Main Street.** *S.B.L. No. 67.34-2-51 Cache Restaurant.* Mr. Nixon was present with final plans available for public comment. There were no comments directed to the proposed improvements.

***Regular Meeting***

**55 East Main Street.** Motion was made to approve the site plan as presented. Vote was 4-0 (one member absent) for approval.

***Other Business***

There was interest in attending the New York Planning Federation Conference, April 21- 23, 2013, in Saratoga Springs, from each of the four members present.

David Kulo  
Chairman, Planning Board  
January 16, 2013