

VILLAGE OF BREWSTER
BOARD OF TRUSTEES
February 20, 2013
REGULAR MEETING

Minutes

The Board of Trustees of the Village of Brewster is holding a Regular Meeting at 7:30PM on February 20, 2013 at Village Hall, 50 Main Street, Brewster, New York 10509.

Attendees:

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

Absent:

Tom Boissonnault

Pledge to flag.

Notation of Exits

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

Regular Meeting

1. Parade Permit Application – Good Friday procession 3/29/13 starting at 7PM in front of 121 Main Street proceeding along Main St, up Progress to Prospect St to St. Lawrence Church ends approximately 8:45PM, - Mayor Schoenig motions to approve the Good Friday Procession Parade Permit, waiving fees, Trustee Stockburger 2nd all in favor 4 to 0.
2. Monthly Reports for January
 - 2.1. Police Report - John Del Gardo delivers the January Police Report – Deputy Mayor Piccini motions to accept the January Police Report, Trustee Stockburger 2nd all in favor 4 to 0. Report is attached to these minutes.
 - 2.2. Engineer’s Report - John Folchetti delivers the Engineer’s Report. Trustee Stockburger motions to accept the Engineer’s Report, Deputy Mayor Piccini 2nd all in favor 4 to 0. Mr. Folchetti requests authorization for the Mayor to sign the DEP Occupancy Permits/Offering Letter for the Wells & Tonetta Retrofit projects, Deputy Mayor Piccini so moves, Trustee Stockburger 2nd all in favor 4 to 0. Report is attached to these minutes.
 - 2.3. Code Enforcement Report – Joe Hernandez delivers the January Code Enforcement Report. Deputy Mayor Piccini motions to accept the January Code Enforcement Report, Trustee Stockburger 2nd all in favor 4 to 0. Report is attached to these minutes.
 - 2.3.1. Fee Schedule changes – Deputy Mayor Piccini motions to adopt all the recommended fee schedule changes effective immediately, Trustee Bryde 2nd all in favor 4 to 0. Revised affected pages of Fee Schedule attached to this report.
 - 2.4. Planning Board Report – Dave Kulo delivers the January Planning Board Report, Mayor Schoenig motions to accept the Planning Board Report, Trustee Bryde 2nd all in favor 4 to 0. Report is attached to these minutes.
 - 2.5. Zoning Board of Appeals Report – Letter received from Richard Ruchala stating there was no activity since their last meeting. Mayor Schoenig motions to accept the letter, Trustee Bryde 2nd all in favor 4 to 0.
3. Correspondence sent - received for January, 2012 – Trustee Bryde motions to approve the January Correspondence sent/received, Deputy Mayor Piccini 2nd all in favor 4 to 0.
4. Minutes for approval – February 6, 2013 – Trustee Bryde motions to approve the February 6, 2013 minutes, Deputy Mayor Piccini 2nd all in favor 4 to 0.
5. Vouchers Payable – Trustee Bryde reviewed the vouchers payable and found everything in order.

5.1. A	General	\$51,612.44
5.2. F	Water	8,700.47
5.3. G	Sewer Operations	51,805.94
5.4. TA	<u>Trust & Agency</u>	<u>3,849.18</u>

Total Vouchers Payable

\$115,968.03

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

6. Other Business

6.1. Deputy Mayor Piccini

6.1.1. Did we receive a response from the School District on the invoice we sent? Nothing yet.

6.1.2. Deputy Mayor Piccini is the liaison between the school district and the village and will be reaching out to establish communication.

6.1.3. Trash handling this week has been a series of miscues. We need to verify all communication between the village and Suburban Carting.

6.2. Trustee Bryde

6.2.1. Reviewed FBS business practices with Janice Bergquist and understands/validates Janice's concerns. Mayor Schoenig reiterates his willingness to manage the relationship as needed including bringing Mr. Farrell back in front of the Board of Trustees to answer questions.

6.2.2. Where does the drug testing policy stand? Waiting for the vendor comments, then send policy to Paychex Handbook services for inclusion. Board approved the policy and the contract previously. Sign the vendor contract, issue policy to employees and begin process.

6.2.3. Did we have any progress with IT services? Meeting with the County tomorrow to review their capabilities in more detail.

6.2.4. Questions Peaceable Hill letter sent by Special Districts containing erroneous information blaming the village for rate hikes when there are no rate hikes in place or planned by the Village. Town Special Districts sent out a corrected letter stating the Village did not raise rates.

6.2.5. Holiday flag in front of Air Marine. Our flag on "their" pole. It should have been removed but was not because it was their pole. However it is on our parking meters. It will be removed.

7. New Business

7.1. Trustee Stockburger asks about the Main Street trashcan lids. Condition unknown. Rick Stockburger will do a survey.

7.2. Deputy Mayor Piccini asks about the historic banners – whether we need more? Were all used? Trustee Stockburger would like to order more. Need to check with Jack Gress to find out if all hardware has been installed yet and all current banners are in use.

7.3. Trustee Bryde asks about the Elks Flag Day and asks if everyone else was invited. It was nice to have Village officials recognized at the ceremony and more should attend this coming year.

8. Public Comment

8.1. Rick Stockburger checked the Tri-State stairs because someone may have fallen due to poor lighting. Please look into alternative/additional lighting sources. Mr. Stockburger requested additional flag poles and 5 additional parking meter flag brackets to better position the flags along Main Street. The extra set of poles will allow the US flag to remain attached at all times while the 2nd set of poles will be used for seasonal flags which will be changed as necessary. Was the MTA notified of the snow piling at the north end of the trackside north lot. Not yet.

9. Trustee Stockburger motions to adjourn, Mayor Schoenig 2nd all in favor 4 to 0.

**VILLAGE OF
BREWSTER POLICE
DEPARTMENT
MONTHLY REPORT**

January 2013

**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 January 2013

TICKETS

Uniform Traffic Tickets:	81
Parking Tickets:	120
Local Ordinance:	2
DOT Tickets:	17

TOTAL TICKETS	220
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TAXI INSPECTION	43
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ARRESTS

Caban VTL 512

Caban VTL 512

Perro VTL 511

Peiffer Crim Impers PL 190 .

TOTAL ARRESTS	4
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SECURITY VISITS PATROL

Sewer:	151
Water Tank:	145
Well Field:	80

SECURITY VISITS	376
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FOOT PATROL HOURS

Main Street:	50
M.T.A Station:	95
Residential:	21

TOTAL HOURS	166
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Administration:	21
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911 CALLS	52
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Walk in-Pickup Complis	27
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Court Hours Village	12
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Court Hours S.E.	76
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911 Call Outside Village	3
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VEHICLE

Repairs:	\$362
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MILEAGE

7K-245	1381
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7K-246	1040
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7K-243	619
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DWI	0
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Mileage Total:	3040
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Fuel:	408
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PARKING ENFORCEMENT

P.E.O Stockburger -	Hours:	20
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	Tickets:	12
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P.E.O Gianguzzi	Hours:	6
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	Tickets:	12
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(Officers in-station with reports)

(Security Detail) 2 Officers

(Security Detail) 2 Officers

911 DISPATCHED CALLS – 52

AIDED CASE – 5

EDP – 1

VEHICLE ACCIDENT – 8

DISPUTE – 5

DOMESTIC DISPUTE – 1

LARCENY – 2

CRIMINAL MISCHIEF – 1

MISSING CHILD – 1

911 HANG UP – 6

HOUSE FIRE – 1

FIRE ALARM – 3

HOLD UP ALARM – 1

SUSPICIOUS PERSON – 4

PROWLER – 1

WELFARE CHECK – 2

HARASSMENT – 1

VEHICLE LOCKOUT – 1

LOST DOG – 2

INTOX MALE – 2

1. <u>GENERAL INFORMATION</u>		
Report No: 2 of 2013	Date: 2/20/2013	Contract No:
Facility Name: VOB / WASTEWATER TREATMENT PLANT		
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"> • Plant flows averaged 118,000 for the month of January. • Primary Sludge Pump was replaced by Hydrotech Inc. and installed by STES on January 4, 2103. • New Flow Equalization Pump No. 2, purchased from Hydrotech Inc., was placed in-service and tested by STES on January 31, 2013. • Iacono was onsite to perform preventive maintenance service on the two (2) CMF Air Compressors during the week of January 20, 2013. 		
b. Status of activities in progress this month (attach additional pages as needed):		
<ul style="list-style-type: none"> • STES and JRFA completed requisite NYSDEC Sanitary Sewer Collection System Survey Report. • Continue adjusting and evaluating sludge thickening process. • STES conducting ongoing manhole inspections. Annual Inspection Permit will be completed by STES within the next several weeks. • STES will evaluate CMF Units 1 and 3 and make recommendations for additional membrane module purchase/replacement. • STES and JRFA are evaluating recommendations for updating the Chemical Bulk Storage system at the WWTP made by CJS Engineering. 		
c. Activities scheduled (attach additional pages as needed):		
<ul style="list-style-type: none"> • JRFA and STES to review equipment repair/replacement needs for upcoming operations budget to be submitted to NYCDEP. Information will be forwarded to the Village during the week of March 3, 2013. • 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 		

**VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT**

1. GENERAL INFORMATION		
Report No: 2 of 2013	Date: 2/20/2013	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):
	<ul style="list-style-type: none"> • Discussion with NYSDOT on February 6th on select review comments and followed up with a telephone call on February 7th.
b.	Status of activities in progress this month (attach additional pages as needed):
c.	Activities scheduled (attach additional pages as needed):
	<ul style="list-style-type: none"> • Resubmit Engineering Report to NYSDOT once SEQRA and Public Comment is complete • Begin design of SAFTEA-LU Project upon NYSDOT Engineer Report approval • Schedule a public hearing, required by DOT, in February/March to get comments from Village residents and to start SEQRA.

1. <u>GENERAL INFORMATION</u>		
Report No: 2 of 2013	Date: 2/20/2013	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. Activities completed this month (attach additional pages as needed):		
<ul style="list-style-type: none"> • Prepared Contract Documents for bidding proposed tree clearing work, in advance of primary retrofit construction. • Met with representatives from NYCDEP Forestry Department to review the scope of tree clearing activities. • Marked trees to be cleared on the retrofit project site. 		
b. Status of activities in progress this month (attach additional pages as needed):		
<ul style="list-style-type: none"> • Preparing Final Bid/Construction Drawings. • Coordinating Contract Documents with East of Hudson Watershed Corporation. • Finalizing soil disposition/re-use methods with NYCDEP. • Coordinating Land Use Permit application with NYCDEP. • Bid tree clearing work (through EOH Watershed Corporation) 		
c. Activities scheduled (attach additional pages as needed):		
<ul style="list-style-type: none"> • Finalize Soil Management Plan with NYCDEP • Finalize Land Use Permit application with NYCDEP. • Finalize Bid/Construction Drawings • Finalize Contract Documents • Bid • Issue contract for tree clearing work and begin tree clearing operations. 		

**VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT**

1. GENERAL INFORMATION		
Report No: 2 of 2013	Date: 2/20/2013	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):
	<ul style="list-style-type: none"> • Received SWPPP/CPDP approval letter from NYCDEP on February 14, 2013. • Prepared Contract documents for proposed tree clearing work, in advance of primary retrofit construction. • Met with representatives from NYCDEP Forestry Department to review scope of tree clearing activities. • Marked trees to be cleared on the retrofit project site. • Public notice for pending NYSDEC Article-15 (Protection of Waters) and Article-24 (Freshwater Wetlands) Permits was advertised in the Putnam County press on January 30, 2013.
b.	Status of activities in progress this month (attach additional pages as needed):
	<ul style="list-style-type: none"> • Preparing Final bid/construction documents. • Coordinating Contract Documents with East of Hudson Watershed Corporation • Finalizing soil disposition / re-use methods with NYCDEP. • Coordinating Land Use Permit application with NYCDEP.
c.	Activities scheduled (attach additional pages as needed):
	<ul style="list-style-type: none"> • Receive Final Environmental Permits from NYSDEC • Finalize Soil Management Plan with NYCDEP. • Finalize Bid/Construction Drawings • Finalize Contract Documents • Bid • Issue Contract for the tree clearing work and begin tree clearing operations.

January 2013 Code Enforcement Report



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

SUMMARY REPORT

BUILDING FEES = \$2,275.00
PROPERTY REGISTRATION = 55.00
SAFETY INSPECTION = \$275.00
TOTAL FOR NOVEMBER = \$2,605.00

PERMITS: 8

FIELD INSPECTIONS: 1

FIRE INSPECTIONS: 19

TOTAL COs, CCs 12

PROPERTY REGISTRATION 3

PENDING

APPEARANCE TICKETS ISSUED: 0

ORDERS TO REMEDY: 10

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 22, 2013

Board Members in Attendance:

David Kulo, Chairman
Rick Stockburger, Assistant Chairman
Renee Diaz
Tyler Murello

Board Members not in Attendance:

Mark Anderson

Also not in attendance: Cal Jacobs and Greg Folchetti

861-869 Rte. 22 S.B.L. No. 67.36-2-4

It was the request of the applicant to be on the agenda for a vote. After allowing some time, the applicant did not appear and the Planning Board was in accord that a vote would be inappropriate under these circumstances. It was noted that the application was complete since we received the letter from the Building Department regarding the sign's legal status, an issue which prevented a vote last September.

Member Training

The four members present at the meeting made commitments to attend the New York Planning Federation Meeting in April.

David Kulo
Chairman, Planning Board
February 20, 2013

Village of Brewster Zoning Board Report

Richard Ruchala

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

There has been no activity with the Zoning Board of Appeals since last meeting

 2/20/13

Richard Ruchala

Chairman, Zoning Board

February 20, 2013

Revisions to fee schedule adopted:

FEES SCHEDULE - REVISED JULY 20, 2011

BUILDING DEPARTMENT	BUILDING PERMIT	MINIMUM Building permit fee	\$50.00
BUILDING DEPARTMENT	BUILDING PERMIT	STARTING WORK WITHOUT PERMIT - All administrative fees incurred are included	\$250.00
BUILDING DEPARTMENT	BUILDING PERMIT w/ Formula	COMMERCIAL Renovation Multiplied by \$ 75.00 per sq. ft.	\$5.00
BUILDING DEPARTMENT	BUILDING PERMIT w/ Formula	RESIDENTIAL Construction Multiplied by \$ 100.00 per sq. ft.	\$5.00
BUILDING DEPARTMENT	BUILDING PERMIT w/ Formula	RESIDENTIAL Garages Multiplied by \$ 40.00 per sq. ft.	\$5.00
BUILDING DEPARTMENT	BUILDING PERMIT w/ Formula	COMMERCIAL Construction Multiplied by \$ 125.00 per sq. ft.	\$5.00
BUILDING DEPARTMENT	BUILDING PERMIT w/ Formula	SHEDS + DECKS over 100 sq. ft. Multiplied by \$ 25.00 per sq. ft.	\$5.00
BUILDING DEPARTMENT	BUILDING PERMIT w/ Formula	COVERED Enclosures Multiplied by \$ 35.00 per sq. ft.	\$5.00
BUILDING DEPARTMENT	BUILDING PERMIT, AMENDMENT	AMENDMENT of permit (each occurrence)	\$50.00
BUILDING DEPARTMENT	BUILDING PERMIT, EXTENSION	1st Extension of permit	\$50.00
BUILDING DEPARTMENT	BUILDING PERMIT, EXTENSION	Final Extension of permit	\$50.00
BUILDING DEPARTMENT	BUILDING PERMIT, OTHER	OTHER	\$TBD
BUILDING DEPARTMENT	BUILDING PERMIT, RENEWAL	RENEWAL of permit	\$Note
BUILDING DEPARTMENT	DECKS + SHEDS	DECKS + SHEDS 100 sq. ft. or less, permit fee	\$50.00

FEES SCHEDULE - REVISED JULY 20, 2011

BUILDING DEPARTMENT	DEMOLITION	DEMOLITION - Residential permit fee (fences, above ground pools + sheds)	From \$50.00 to \$75.00
BUILDING DEPARTMENT	DEMOLITION	DEMOLITION - Residential permit fee	From \$100.00 to \$125.00
BUILDING DEPARTMENT	DEMOLITION	DEMOLITION - Commercial permit fee	From \$200.00 to \$250.00
BUILDING DEPARTMENT	FENCES + WALLS	FENCES + WALLS over 36" high, permit fee ADD: only issued after a variance has been granted by the ZBA. Fee determined by cost of job	From \$100.00 to based on "cost of job"
BUILDING DEPARTMENT	FIRE PREVENTION	INSPECTION fee - up to 5 units	\$50.00
BUILDING DEPARTMENT	FIRE PREVENTION	INSPECTION fee - more than 5 units each additional unit	\$10.00
BUILDING DEPARTMENT	FIRE PREVENTION	INSPECTION fee - Accessory apartments	\$50.00
BUILDING DEPARTMENT	FIRE PREVENTION	INSPECTION fee - At owners request	\$50.00
BUILDING DEPARTMENT	FIRE PREVENTION	INSPECTION fee - Commercial establishments	\$50.00
BUILDING DEPARTMENT	FIRE PREVENTION	INSPECTION fee - place of Public Assembly (50 or more people) - INCLUDED IN OPERATING PERMIT	**
BUILDING DEPARTMENT	OCCUPANCY, TEMPORARY	TEMPORARY OCCUPANCY permit not to exceed 6 months	\$100.00
BUILDING DEPARTMENT	OCCUPANCY/COMPLIANCE	Certificate of OCCUPANCY/COMPLIANCE	\$50.00
BUILDING DEPARTMENT	OPERATING PERMIT	OPERATING permit fee includes Fire Inspection	\$150.00
BUILDING DEPARTMENT	PLUMBING	RESIDENTIAL FUEL TANK permit fee	\$75.00

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FEES SCHEDULE - REVISED JULY 20, 2011

BUILDING DEPARTMENT	PLUMBING	COMMERCIAL FUEL TANK permit fee	\$100.00
BUILDING DEPARTMENT	PLUMBING	RESIDENTIAL plumbing / mechanical permit fee	\$75.00
BUILDING DEPARTMENT	PLUMBING	COMMERCIAL plumbing / mechanical permit fee	\$100.00
BUILDING DEPARTMENT	POOL	POOLS + HOT TUBS Above ground permit fee	\$75.00
BUILDING DEPARTMENT	POOL	POOLS Inground permit fee	From \$200.00 to \$250 plus \$5 per \$1,000 (cost of job)
BUILDING DEPARTMENT	PROPERTY REGISTRATION	4 or more BEDROOMS per unit	\$25.00
BUILDING DEPARTMENT	PROPERTY REGISTRATION	1 BEDROOM per unit	\$10.00
BUILDING DEPARTMENT	PROPERTY REGISTRATION	3 BEDROOMS per unit	\$20.00
BUILDING DEPARTMENT	PROPERTY REGISTRATION	2 BEDROOMS per unit	\$15.00
BUILDING DEPARTMENT	SEARCH	Commercial Search of records	\$100.00
BUILDING DEPARTMENT	SEARCH	Residential Search of records	\$75.00
BUILDING DEPARTMENT	SIGN - per Zoning	SIGN permit fee up to \$400 cost of sign, \$120 if over \$400 in cost.	\$60.00
BUILDING DEPARTMENT	Signs - Temporary	\$50 deposit, refundable after 21 days IF signs are not removed by applicant no later than the 22nd day, a \$10 per day charge for each day they are left up over the 21 days and the deposit will be forfeited.	\$50 deposit for each sign - minimum.
BUILDING DEPARTMENT	VACATE	Notice to Vacate - all costs incurred shall be attached to land	Cost

7/27/2011

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