

VILLAGE OF BREWSTER

BOARD OF TRUSTEES

March 21, 2012

Minutes

The Board of Trustees of the Village of Brewster is holding a Regular Meeting at 7:30 PM or as soon thereafter as time permits on March 21, 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 Stockburger 2nd all in favor 5 to 0.

1. Danbury Dodge – 2012 Dodge Ram 5500 Truck delivery – Danbury Dodge – 2012 Dodge Ram 5500 Truck delivery – The truck was delivered 19 days late and there was a penalty in the specifications for the bid of \$100 a day if delivered after 120 days ARO. The truck was delivered on the 139th day (March 9th). Mr. Lechner explained his understanding of the reason there was a penalty clause in the specifications is for severe delay in delivery, excessive or freak snow storms, or other reasons that could put the village in at risk if the truck were delivered late. Mr. Lechner went on to talk about the issues that arose within the Dodge processes from the time the order was placed to the factory. Mr. Lechner says Danbury Dodge received the vehicle at 124 days after receipt of order and then had to send it to others for outfitting. Mayor Schoenig says the Village is bound by the contractual obligations as Danbury Dodge was awarded the bid based on full compliance to our specifications, including delivery. There were other bidders at lower prices who were not in full compliance with the specification but Danbury Dodge was awarded the contract specifically because of full compliance. Mayor Schoenig says the Board of Trustees wants to maintain an amicable relationship with Danbury Dodge and would be amenable to “in-kind” service in lieu of a cash settlement. Village Counsel Molé added that the bidder must be held to the letter of the specification. The Village Clerk & Treasurer states that the truck will be paid for in full per the specifications and the penalty is \$100.00 per day. There are two ways to settle the matter; 1. Danbury Dodge pays a cash penalty of \$1,900 (\$100 per day times 19 days) for late delivery, or 2. Danbury Dodge provides in-kind services comparable to the \$1,900 penalty. The Village intends to use Danbury Dodge for its service needs and feels this is an equitable arrangement allowing both sides to move forward and maintain an amicable relationship. Mr. Lechner will take the offer of in-kind services back to the Dealership decision-maker and get back to us.
2. FBS – Uncollected Parking Ticket processing – Dennis Farrell, representing Fundamental Business Services, delivers an overview of the business and its services. Mr. Farrell discusses the target methods of collection for various levels of scofflaws. Mr. Farrell believes that engagement also has the benefit of providing the seriousness of paying tickets and not disregarding them and suggests the village consider an amnesty program. Janice Bergquist, a court clerk managing the ticket collection process, provides an overview of how we approach collections now. Mayor Schoenig says the Board will take the matter under advisement and get back to FBS.
3. Monthly Reports
 - 3.1. Engineer’s Report – Village Engineer John Folchetti delivers the engineer’s report. Mayor Schoenig motions to accept the Engineer’s report, Deputy Mayor Piccini 2nd all in favor 5 to 0.
 - 3.2. Police Report – Chief John Del Gardo delivers the February Police report. Deputy Mayor Piccini motions to accept the February Police report, Trustee Bryde 2nd all in favor 5 to 0.
 - 3.3. Planning Board Report – Chair David Kulo delivers the Planning Board report. Mayor Schoenig motions to accept the Planning Board report, Trustee Boissonnault 2nd all in favor 5 to 0. Mr. Kulo petitions the Board for an increase in the training budget for this current year and an increase in the chair and member stipend for

next year's budget. Deputy Mayor Piccini discusses the NY Planning Federation (NYPF) planned onsite training here in the Village for all three boards; Trustees, Planning, and Zoning tentatively scheduled for May, 2012 and advises that the off-site April, 2012 training applied for would be redundant. Additionally, there may be the opportunity for the NYPF to provide more than 2 Village-specific training sessions and would like to include funds in the 2013 budget should the initial training address our unique needs and we foresee benefit from additional seminars.

- 3.4. Code Enforcement Report – Report delivered to Board. One CEO will likely appear in person beginning with the April 18th meeting. Mayor Schoenig motions to accept the Code Enforcement Report for February, Trustee Boissonnault 2nd all in favor 5 to 0. Trustee Boissonnault commends CEO Hernandez for his capable participation in the “Hill Residential Association” meeting held last week.
- 4. Capital program – Mayor Schoenig motions to adopt Resolution No. 032112-1 as written defining the Capital Program rules, Deputy Mayor Piccini 2nd all in favor 5 to 0.
- 5. Submit Tentative Budget – Tentative 2013 budget submitted for consideration with a 3.65% projected tax levy increase which is within the legal allowable limit after applying the Tax Base Factor and the exclusions as directed by the Office of State Comptroller’s website and online calculator tool.
- 6. Submit Tentative Capital Plan – submittal of \$20,000 in Water, and \$15,000 in Sewer for FY2013 designated for the Bonded Indebtedness Reserve in each fund as established by the Capital Program adopted 3-21-12 (item 4 of these minutes, copy appended herein).
- 7. Budget Meetings & Public Hearing – Deputy Mayor Piccini motions to schedule a public hearing for the budget on April 11, continued on April 18th if necessary, with a possible worksession after the Public Hearing on April 11, to be held at 50 Main Street Brewster, NY 10509, beginning at 7:30PM Trustee Bryde 2nd all in favor 5 to 0.
- 8. Tax bill preparation contract – Deputy Mayor Piccini motions to approve, and authorize the Mayor to sign, the tax contract with the County, Trustee Stockburger 2nd all in favor 5 to 0.
- 9. Street Light removal Mayor Schoenig motions to contract with NYSEG to remove 7 streetlights, Trustee Boissonnault 2nd all in favor 5 to 0.
- 10. Fire Department Service Awards – Mayor Schoenig motions to issue proclamations commemorating years of service to John Leather, Thomas Hughes, Walter Hildebrand, and Keith Napolitano with the Brewster Volunteer Fire Department, Trustee Bryde 2nd all in favor 5 to 0.
- 11. 2006 Truck disposal – Deputy Mayor Piccini motions to authorize disposal of the truck on Auctions International, Mayor Schoenig 2nd all in favor 5 to 0.
- 12. Correspondence sent-received – Deputy Mayor Piccini motions to accept correspondence sent-received, Trustee Boissonnault 2nd all in favor 5 to 0.
- 13. Minutes for approval – March 7, 2012 Trustee Boissonnault motions to accept the minutes for March 7, 2012, Deputy Mayor Piccini 2nd all in favor 4 to 0. Trustee Bryde abstains.

14. Vouchers Payable

14.1. A	General	\$76,381.24
14.2. F	Water	28,969.13
14.3. G	Sewer Operations	71,311.29
14.4. H10	Waste Water Treatment Capital	3,827
14.5. H61	Wells Brook Retrofit	28,954.31
14.6. H62	Tonetta Brook Retrofit	9,399.26
14.7. TA	Trust and Agency	633.55
	Total Vouchers Payable	\$219,475.78

Trustee Bryde remarks that she reviewed all the vouchers payable for this evening and found everything in order. Mayor Schoenig motions to approve Vouchers Payable, Deputy Mayor Piccini 2nd all in favor 5 to 0.

15. Other Business

- 15.1. Deputy Mayor Piccini
 - 15.1.1. NYPF training update. Deputy Mayor Piccini intends on travelling to Saratoga Springs to sit down with NYPF representative regarding the in-village training and attend some sessions at her own expense
 - 15.1.2. April 19th exit conference for Micro-Enterprise Grant rejection with Mary Donnelly.
- 15.2. Trustee Stockburger
 - 15.2.1. Negotiating with the Banner supplier to provide “Village of Brewster” banners.

15.2.2. Hanging flower baskets are in the queue for springtime.

15.3. Trustee Bryde

15.3.1. Has recycle flyer been put on the web site? No.

15.3.2. Has building maintenance IMA been signed by the Town? No.

15.4. Mayor Schoenig

15.4.1. Mayor went to Cardinal Dolan's induction celebration at St. Patrick's Cathedral and it was a wonderful event with the Cardinal thanking the Mayor personally during his address for his attendance.

16. New Business

16.1. Deputy Mayor Piccini

16.1.1. Peaceable Hill Water District's intent to construct their own water system and remove themselves from the Village water system. Deputy Mayor Piccini suggests we communicate with our village community with regard to the potential future impact on the water system and rates. Trustee Boissonnault suggests sending the facts of the situation to our water customers and the Peaceable Hill Water District in the next billing to educate everyone on the steps taken by the Board to retain Peaceable Hill Water District as a customer, more specifically offering a 25% discount from the rates they currently pay instead of the more than 200% increase they will be paying for the next couple of years while building their water system and continued higher rates after going off on their own.

16.2. Trustee Bryde says the new FOIL law requires agenda items to have backup available to the public and is pleased we have complied with online files.

16.3. Mayor Schoenig mentions that Assemblyman Katz will be holding a town hall meeting at Village Hall on Saturday March 24th beginning at 9:30AM.

17. Public Comment

17.1. Bob Dumont mentions he visited two foreclosed buildings recently and found them to be well below standard with locks on bedroom doors and other obvious code violations. Mr. Dumont advises that one on Oak Street has a Century 21 for sale sign posted, and the other is for sale on Prospect Street – both properties are in foreclosure. Mayor Schoenig will inform the code enforcement officer of Mr. Dumont's first-hand account of the conditions at these two properties.

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

PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT

AGREEMENT MADE THIS 4th DAY OF MARCH BETWEEN:

THE VILLAGE OF BREWSTER REFERRED TO AS THE VILLAGE AND THE COUNTY OF PUTNAM HAVING ITS PRINCIPAL PLACE OF BUSINESS AT 40 GLENEIDA AVENUE, CARMEL, NEW YORK 10512, HEREINAFTER REFERRED TO AS COUNTY.

THE PARTIES HEREIN AGREE AS FOLLOWS:

1) THE COUNTY SHALL PREPARE THE VILLAGE TAX ROLLS AND BILLS, FOR THE CALENDAR YEAR 2012.

2) THE VILLAGE SHALL PROVIDE TO THE COUNTY A COPY OF THE 2012 VILLAGE BUDGET BY MAY 1st.

PRICE FOR THE PREPARATION OF THE FOLLOWING:

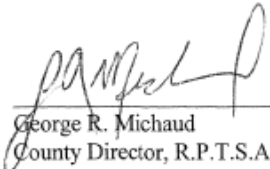
1) EXTENDING ROLLS (PER PARCEL)	\$ 0.50
2) HARD BINDER FOR ROLLS	15.00
3) SOFT BINDER FOR ROLLS	5.00
4) 1 ST SET OF TAX BILLS	0.15
5) 2 ND SET OF BILLS (OPTIONAL)	.12
5) RPS TAX BILL EXTRACTS (PER PARCEL)	.05

THE VILLAGE OF BREWSTER HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE VILLAGE BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN NEW YORK, ON THE DATE HEREINABOVE SET FORTH.

READ AND APPROVED BY:


 DATE: _____
 MaryEllen Odell
 County Executive


 DATE: 3/17/12
 George R. Michaud
 County Director, R.P.T.S.A.

 DATE: _____
 William J. Carlin
 Commissioner of Finance

 DATE: _____
 Jennifer S. Bumgarner
 County Attorney

 DATE: _____
 Jennifer S. Bumgarner
 Acting Risk Manager


 DATE: 3/21/12
 Jim Schoenig
 Village Mayor

**VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No:	3 of 2012	Date: 3/21/2012
		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 Engineer's 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 121,000 month of February • STES preparing cost estimate to replace broken A-frame members on RBC #1 • Gear Box for primary Tank #1 flight drive was replaced by STES • JRFA prepared response to 1/17/12 NYSDEC WWTP Inspection Letter • Siemens replaced CPU on Microfiltration Unit (CMF #1), the existing CPU, an internal short damaged the circuitry on existing CPU Board. • Potable Water Backflow Preventer was inspected by STES on 3/11/12 		
b. Status of activities in progress this month (attach additional pages as needed):		
<ul style="list-style-type: none"> • Prepared O & M equipment budget for balance of FY-2012 • Continue adjusting and evaluating sludge thickening process • CJS Engineering conducted five (5) year inspection of chemical storage system on 2/22/12 • Putnam County Health Department Representative conducted a routine plant inspection on 3/9/12 • STES removed equalization tank pumps and removed rags from pumps. Evaluating pump slide rail assembly which is mis-aligned and may need repair. 		
c. Activities scheduled (attach additional pages as needed):		
<ul style="list-style-type: none"> • Implement aerobic digestion of sludge in Equalization Tank chamber to reduce the volume of sludge transported off site • STES to investigate repairs to Telescopic Valve installed in Primary Tank #1 • Investigate cause of ongoing electrical service breaker trip on Automatic Transfer Switch #1 • Investigate the installation of a gravity pipe system to direct additional balance water (secondary effluent) to the thickener to improve sludge thickening operation • Begin installing new CMF membrane modules • Order gearboxes for mechanical mixing units installed in the rapid mix tank and thickener tank • JRFA & STES to investigate possible equipment retrofits and operational modifications to reduce peak electrical power demand 		

**VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT**

1. GENERAL INFORMATION		
Report No: 3 of 2012	Date: 3/21/2012	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):
	<ul style="list-style-type: none"> • Study and Report Phase 100% complete • Preliminary Design Phase 100% complete • Final Design Phase 10.74% complete
b.	Status of activities in progress this month (attach additional pages as needed):
	<ul style="list-style-type: none"> • Continue with Design and Permitting • Awaiting NYCEP approval of Field (Soil) Sampling Plan submitted in February
c.	Activities scheduled (attach additional pages as needed):
	<ul style="list-style-type: none"> • Conduct field sampling and test pits • Submit Field Samples to Lab for Analysis • Submit Article-15 (Stream Bank Disturbance) and Article -24 (Freshwater Wetlands) Permit Applications to NYSDEC

**VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT**

1. GENERAL INFORMATION		
Report No: 3 of 2012	Date: 3/21/2012	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):
•	Study and Report Phase 100% Complete
•	Preliminary Design 79.52% complete
•	Responded to NYCEP SEQRA comments on 2/22/12
b.	Status of activities in progress this month (attach additional pages as needed):
•	Continue with Design and Permitting
•	Awaiting NYCEP approval of Field (Soil) Sampling Plan submitted in February
c.	Activities scheduled (attach additional pages as needed):
•	Conduct Field Sampling and Test Pits
•	Submit Field Samples to Lab for Analysis

**VILLAGE OF BREWSTER
MONTHLY PROGRESS REPORT**

1. GENERAL INFORMATION		
Report No: 3 of 2012	Date: 3/21/2012	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):	
<ul style="list-style-type: none"> • 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):	
<ul style="list-style-type: none"> • Have begun preparing NYSDEC Annual MS4 Report 	
c. Activities scheduled (attach additional pages as needed):	
<ul style="list-style-type: none"> • Submit MS4 Report to Village Board for review • Post MS4 Annual Report on Village website for thirty days for public comment • Submit MS4 Report to NYSDEC by June 1, 2012 	

**VILLAGE OF
BREWSTER POLICE
DEPARTMENT
MONTHLY REPORT**

FEBRUARY 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 February 2012

TICKETS

Uniform Traffic Tickets:	115
Parking Tickets:	132
Local Ordinance:	3
D.O.T.	53

TOTAL TICKETS	303
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TAXI INSPECTION	77
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ARRESTS

Croston	VTL-512
Croston	VTL-512
Croston	VTL-512
Villani	VTL-512
Villani	VTL-512
Peiffer	VTL-512
Peiffer	VTL-511
Oliver	VTL-512
Fisher	VTL-511

TOTAL ARRESTS	9
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SECURITY VISITS PATROL

Sewer:	174
Water Tank:	163
Well Field:	81

SECURITY VISITS	418
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FOOT PATROL HOURS

Main Street:	71
M.T.A Station:	86
Residential:	31

TOTAL HOURS	188
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Administration:	22
911 Calls:	33
Walk-in Complaints:	28
Assists:	48
Court Hours Village	18
Court Hours S.E.	66

VEHICLE

Repairs:	\$28
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MILEAGE

7K-245	1369
7K-246	774
7K-243	209

Mileage Total:	2352
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Fuel:	309 Gallons
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PARKING ENFORCEMENT

P.E.O Stockburger -	Hours: 36
	Tickets: 27

(Officers in-station with reports)

(Security Detail) 2 Officers
(Security Detail) 2 Officers

911 DISPATCHED CALLS – 33

AIDED CASE – 8

EDP – 3

VEHICLE ACCIDENT – 3

DISPUTE – 6

DOMESTIC DISPUTE – 1

FIRE ALARM – 2

DISORDERLY PERSON – 1

INTOX PERSON – 3

INTOX DRIVER – 1

SUSPICIOUS AUTO – 2

NOISE COMPLAINT – 2

TREE DOWN – 1

VILLAGE OF BREWSTER POLICE

SELECTIVE TRAFFIC ENFORCEMENT

FEBRUARY 2012

STOP SIGN – 7

CELL PHONE – 10

SPEED – 43

SEAT BELT – 3

VTL ARRESTS – 9

D.O.T. TRUCK ENFORCEMENT – 53

TOTAL – 125