

**MINUTES BOARD OF TRUSTEES MEETING
MARCH 1, 2016**

The Village of Cold Spring Board of Trustees held a regular meeting on Tuesday, March 1, 2016 at Village Hall, 85 Main Street, Cold Spring, NY beginning at 7:30 pm.
Attending: Mayor Dave Merandy and Trustees Frances Murphy, Marie Early, Michael Bowman and Cathryn Fadde
Also attending: Ellen Mageean, Village Accountant and Mary Saari, Village Clerk

Budget Discussion

Ms. Mageean reviewed an estimated debt schedule for the water and sewer funds, which was prepared by Noah Nadelson, Vice President of Munistat Services, Inc. A recent change in regulations will make it necessary for the village to go into bonds earlier than anticipated. With the village entering into a bond for the water debt, there will be a one year overlap with the existing water bond. The projected water fund debt service in 2018 is estimated to be \$309,900. In 2019, the annual water fund debt service is expected to decrease to \$110,050. It is anticipated that the water fund balance would be used to assist in handling the 2018 payment.

With regards to the sewer fund, it is estimated that the sewer debt payments will increase to \$186,000 in 2019 and be fairly consistent thereafter. Concerns were put forth about the ability of the sewer fund to handle this debt without a rate increase.

The costs associated with a bond offering are estimated at \$30,000, so the board may want to consider the timing of water and sewer bonds. Noah Nadelson will be invited to attend a future meeting for additional discussion.

Anticipated revenues and expenditures for the general fund 2016/2017 budget were reviewed. Board members suggested the following additions/changes to a preliminary general fund worksheet:

Revenues

- A00-1721-000 Parking Lot Lease Hudson House increase to \$4,700
- A00-2189-120 Historic District Review Board application fees increase to \$1,200
- A00-1741-000 Increase revenues for parking meters to \$5,000
- A00-2610-000 Fees & Forfeited Bail decrease to \$53,000
- A00-3089-115 State Aid Historic Grant increase to \$17,950 to budget for CLG Grant
- A00-2590-002 Parking waiver fees increase to \$1,000

Expenditures

- A00-1450-400 Election Contractual increase to \$5,600
- A00-1620-410 Shared Services- Computer Software increase to \$4,500
- A00-1620-447 Shared Services- Computer Technology decrease to \$2,500
- A00-1950-400 Taxes and Assessments on Property (anticipate that this amount will be less as Hudson House will pay for taxes as per lease, amount not specified)
- Fire Inspector Contractual request to increase to \$500 was denied.
- A00-3620-110 Building Inspector Clerk Personal Service decrease to 5 hours per week, effective immediately.

A00-8560-400 Tree Removal Contractual increase to \$3,000
A00-8020-400 Planning Board Contractual increase to \$1,000
A00-9060-800 Medical Insurance increase by \$23,000 to account for retiring personnel
A00-1410-100 Allocate three months salary for new hire to replace retiring personnel
A00-5410-400 Add \$1,000 to modify one Main Street stoop to become ADA accessible
A00-1110-460 Justice Court software fees increase by \$150 to \$1,650
A00-1325-400 Accountant Contractual increase \$4,000 to renew computer software license used to produce the required report for the GASB 45 financial statement.
A00-7110-400 Parks & Recreation – Repairs and Improvements decrease to \$5,000
A00-1420-400 Attorney Contractual increase by \$4,500 for HDRB legal services
A00-3120-440 Police Technology decrease to \$500
A00-5650-400 increase \$5,000 for expenses related to parking meter lease.
A00-7510-410 Add \$17,950 for expenditures related to HDRB CLG Grant
Water/Sewer budget increase to allocate for credit card transactions.

Follow Up Items

Review expenses for A00-1620-400 Shared Services Contractual to see if an increase is needed for the upcoming year.

Contact Putnam County regarding A00-2376-000 Refuse/Garbage County Aid in the amount of \$7,500.

Determine if expenditures for Police Computer Technology can be decreased.

Contact OIC Kane about request to increase police equipment and to increase clothing line for three new officers.

Contact Building Inspector to determine payments and the anticipated number of inspections for the Butterfield Redevelopment project.

Contact Ed Trimble to provide specific information on the request for \$15,000 for equipment repairs and the location of drainage repairs. Also, determine the status of resurfacing on Paulding Avenue.

Contact Jeff Phillips to discuss lawn care expenses.

Review fund balances to determine if monies can be used from the fund balance.

The board reviewed a summary of expenses for general legal advice provided by Catania, Mahon, Milligram and Rider for the period from July 2015 to January of 2016. The average fees for general advice for the months of July, August and September were \$5,430.40. October and November monthly average was \$5,151.43. December and January averaged \$3,193.97 per month. Mayor Merandy pointed out that the average monthly charges were declining and it is anticipated that the attorney budget line will not be exceeded. Trustee Bowman had questions about invoices for legal services related to the Butterfield Development. He asked whether these services were covered by escrow funds and if the advice sought was related to prior Planning Board approvals.

Mayor Merandy moved to accept the Planning Board's recommendation to accept (7) parking waivers for Barber and Brew at 69 Main Street and seconded by Trustee Fadde and unanimously carried.

Trustee Early moved to authorize signature on the CLG grant application Certification of Match and seconded by Mayor Merandy and unanimously carried.

CORRESPONDENCE

Justice Thomas Costello requested that an audit of the Justice Court records and dockets for the fiscal year ending 2015 be performed as soon as possible. Trustees Early and Fadde selected Monday, March 7th to perform the required audit.

ReCommunity Recycling notified the village of inbound quality inspections that will be implemented as of March 1st on recyclables delivered to their facilities. Fees for excessive non-program material will be imposed for offending spot loads.

Tiffany Armstrong, Senior Analyst asked if municipal consent was required for deployment of telecommunications facilities in the public right of way. She will be advised that the village has no prior experience and that she should contact Central Hudson.

Downey Energy asked the board to waive late fees on several water and sewer accounts. Bills were received by him on 2/22 which had a due date of 2/16. Trustee Early moved to waive late fees and seconded by Trustee Fadde and unanimously carried.

Linda Valentino resigned from her position as part-time typist for the Planning, Zoning, Code Update Committee and Historic District Review Board, effective 3/30/2016. Position will be advertised as soon as possible.

Representative Sean Patrick Maloney will host satellite office hours at Village Hall on March 28, 2016 from 12-2 pm. Board members had no objection to this use of Village Hall.

Trustee Murphy moved to submit a bid request to the NYS Vehicle Marketplace for a pickup truck, Ford F350XL Dump for the Highway Department and seconded by Trustee Early and unanimously carried.

Trustee Fadde moved to set (reschedule) a public hearing on a proposed local law to address metered parking for Tuesday, March 8, 2016 at 7:00 pm and seconded by Trustee Bowman and unanimously carried.

RESOLUTION #09-2016 TO AUTHORIZE THE VILLAGE OF COLD SPRING TO PARTICIPATE WITH PUTNAM COUNTY, THE TOWN OF PHILIPSTOWN AND THE VILLAGE OF NELSONVILLE IN THE WRITING OF A NYS LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND (LGRMIF) SHARED SERVICES GRANT PROPOSAL

Moved by Trustee Frances Murphy

Seconded by Trustee Michael Bowman

WHEREAS, the County of Putnam wishes to host an electronic content management system (ECMS) and is looking to create a Public Portal; and

WHEREAS, the Village of Cold Spring along with the Town of Philipstown and the Village of Nelsonville wishes to digitize various records, to create an electronic records management plan, and to collectively share in providing records access in a more efficient manner; and

WHEREAS, the Village of Cold Spring held a meeting on March 1, 2016 describing their intention in writing a LGRMIF grant application to create a shared electronic content management system (ECMS); and

WHEREAS, the projected cost to each municipality for 2016 is \$0 and for 2017 and beyond will not exceed the licensing fee for needed software;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Cold Spring hereby authorizes the Village of Cold Spring to participate in the above mentioned grant application.

On Roll Call Vote:

| | |
|------------------------|-----|
| Trustee Frances Murphy | YES |
| Trustee Marie Early | YES |
| Mayor Dave Merandy | YES |
| Trustee Michael Bowman | YES |
| Trustee Cathryn Fadde | YES |

Resolution officially adopted by Village of Cold Spring Board of Trustees at a public meeting held on March 1, 2016 by a vote of 5-0.

Trustee Murphy moved to authorize the mayor's signature on letters of intent to participate in a Local Government Records Management Improvement Fund shared services grant and seconded by Trustee Bowman and unanimously carried.

Trustee Fadde moved to authorize payment of the audited bills, Batch Number 3461, in the amount of \$65,354.97, and seconded by Trustee Early and unanimously carried.

Trustee Early moved to approve minutes of the February 2, 2016 meeting and seconded by Trustee Fadde and unanimously carried.

Trustee Early moved to approve minutes of the February 9, 2016 meeting and seconded by Mayor Merandy and unanimously carried.

Mayor Merandy moved to remove the Attorney Special line A00-1420-410 from the General Fund budget and to include those expenses in A00-1420-400 Attorney Contractual; motion seconded by Trustee Murphy and unanimously carried.

9:58 pm Trustee Early moved to adjourn and seconded by Trustee Murphy and unanimously carried.

Respectfully submitted,

Mary Saari, Village Clerk