

VILLAGE OF CASTLETON-ON-HUDSON BOARD OF TRUSTEES REGULAR MEETING

November 14, 2016

PRESENT: Mayor Robert Schmidt, Trustee/Deputy Mayor Sharon Martin, Trustee Jenifer Pratico, Trustee Gina Giuliano and Trustee Amy Ryan

ABSENT: 0

ALSO PRESENT: Attorney Benjamin Hill, Superintendent John Shortsleeve, DPW Richard Saville, Building Inspector Gary Ziegler, Code Enforcement Officer Jim Lance, MS4 Norm Wiley, Zoning Board Betsy Prohonic, Library Director Melissa Tacke, Castleton Kids Director Scott Mocerene, Fire Department Matt Carner and Chris Carner, Clerk-Treasurer Joanne DeVito and Deputy Clerk Janice Better.

PUBLIC: 20

CALL TO ORDER: A regular meeting of the Board of Trustees, Village of Castleton-on-Hudson was held at Castleton Village Hall, 85 South Main Street on November 14, 2016. The meeting was called to order at 7:00 pm by Mayor Schmidt with the Pledge of Allegiance.

APPROVAL OF MINUTES:

- Mayor Schmidt moved, Deputy Mayor Martin seconded, motion carried to accept the minutes of the October 24, 2016 Regular Meeting.

PUBLIC COMMENT:

Greg Gersch, attended the October 4th ERCSWMA budget meeting. The budget remained the same and the Village's per capita share is down \$822.00. Maria Eastwood requested that the Board waive her late fee on her water/sewer/refuse bill. The Board declined that request. Boy Scout troop 253 was in attendance at the Board meeting. Troop Leader Dave Selmer announced that the troop was there to witness the meeting to fulfill a badge requirement. Deputy Clerk Janice Better expressed the need to charge more for tax searches. She feels that they take too much time and that \$10.00 is too low of a fee. Deputy Mayor Martin said that she believes the County charges \$50.00 per search. The Board asked Janice Better to find out what other municipalities are charging. Janice Better also found out that once a judgement is made, the Village can charge 9% interest per year until the amount is paid off. The Board agreed that this should be charged.

TRUSTEE REPORTS:

- **Mayor Schmidt:** Mayor Schmidt said that he recently addressed the Cub Scouts and answered many of their questions. He reminded everyone about the next Board meeting which will be held at the Firehouse. He said that there will be several presentations about our aging water treatment plant and what options the Village has to replace it.
- **Deputy Mayor/Trustee Martin:** Deputy Mayor Martin explained her analysis of the Town of Schodack fire district annual request for funds. She said she reviewed Clerk-Treasurer Joanne DeVito's analysis which included an increase in the request to \$50,000.00. She spoke with the Town of Schodack and explained the increase, mainly due to the purchase of a new Fire Truck, and they are in agreement to pay the additional amount.

- **Trustee Pratico:** Trustee Pratico is joining with Trustee Giuliano to work on the preparations for Holiday on the Hudson. She also attended the Zoning Board meeting.
- **Trustee Ryan:** No report.
- **Trustee Giuliano:** Trustee Giuliano announced that she is working on paperwork for the Passenger and Freight Grant, which would be for the overpass. She has been working on having the transformer on Justus Way and South Main Street moved. She and Trustee Pratico are making the arrangements for Holiday on the Hudson.

REPORTS:

1. **DPW Report:** DPW Richard Saville said that the Village Hall door could be replaced for \$1,162.00. Mayor Schmidt moved, Deputy Mayor Martin seconded, with Trustee Pratico abstaining, motion to replace the door. Deputy Mayor Martin moved, Trustee Ryan seconded, motion carried to accept the DPW Report.
2. **Water & Wastewater Report:** Tad Johnston, Delaware Engineering, announced that the new sewer plant roof is almost completed. He is expecting a negative change order of \$4,300.00. Mayor Schmidt moved, Trustee Ryan seconded motion to approve the Water/Wastewater report.
3. **Castleton Kids:** Mayor Schmidt moved, Trustee Giuliano seconded motion to approve the Castleton Kids report.
4. **Library Report:** Library Director Melissa Tacke thanked the Fire Department for their part in the parade. She also spoke of a Gratitude Tree that is set up in the Library. Residents can add a note to it showing what they are grateful for. Zachary Goldstein is interested in joining the Library Board and Melissa Tacke would like approval from the Board on this appointment. Trustee Ryan moved, Mayor Schmidt seconded motion to approve Zachary Goldstein as a Library Trustee. Trustee Ryan moved, Trustee Giuliano seconded motion to approve the Library report.
5. **Code Enforcement:** Code Enforcement Officer Jim Lance said that he is ready to issue tickets, but does not have a new ticket book yet. Mayor Schmidt gave permission for him to update the ticket book. If he needs help, he can ask the Clerk's Office. Mayor Schmidt moved, Trustee Pratico seconded, motion to approve the Code Enforcement report.
6. **Fire Department:** Fire Chief Matt Carner said that the Revolving LOC for the new Fire Truck will only cover 75% of the truck. Mayor Schmidt asked why this truck was not included in the budget this year. Matt Carner said that they will not take delivery of the truck or make payments on it for one whole year from ordering date. The trucks are manufactured according to specs. Mayor Schmidt asked if we can sell the two old trucks when we get the new one and how much money would we get back. Matt Carner said that we can and will try to sell them, but should only expect a few thousand back. Mayor Schmidt said that they should move forward on the paperwork. The Board decided to put the Fire Truck specs out to bid now. The Board agreed to allow the Village trucks to participate in the Sand Lake Christmas parade. Deputy Mayor Martin moved, Trustee Pratico seconded motion to approve the Fire Department report.
7. **Building Inspector:** Mayor Schmidt moved, Deputy Mayor Martin seconded, motion carried to accept the Building Inspector Report.
8. **Safety/MS4 Report:** Mayor Schmidt moved, Trustee Giuliano seconded, motion carried to accept the MS4 Report.
9. **Planning:** None Reported
10. **Zoning:** Zoning Board Betsy Prohonic announced that she has four people interested in joining the Zoning Board. Betsy said that she needs one full member and would like an alternate as well. Mayor Schmidt also has some interested residents. Deputy Mayor Martin moved, Trustee Giuliano seconded, motion to approve the Zoning report.
11. **Clerk-Treasurer Report:** Clerk-Treasurer Joanne DeVito announced that she had completed her portion of the Revolving LOC for the Fire Truck. She is currently working on water/sewer/

refuse billing and will be attending a training on budgeting shortly. Trustee Giuliano moved, Trustee Ryan seconded motion to approve the Clerk-Treasurer report.

BUSINESS:

1. **Water/Sewer hookup- John Shortsleeve:** The Board decided to not grant permission to a contractor to reserve water/sewer hookup for 29 parcels at once. The current procedure should be followed by the contractor.
2. **Clerk to send relevy of taxes to the County:** The amount of the relevy was down considerably this year from \$53,211.23 last year to \$32,066.74 this year. The Board reviewed the list. Deputy Mayor Martin moved, Trustee Pratico seconded motion to send the relevy list to the County.
3. **Vacant lots:** John Shortsleeve announced that there are three lots in the Village that do not have access to water or sewer hookup. The Board agreed that these properties would not be charged taxes. Mr. Schouten's property on Walradt is included as one of the three.
4. **Post Office Parking lot:** Attorney Benjamin Hill is negotiating a 5 year lease agreement with the Post Office to rent four parking lot spaces in the Village parking lot.
5. **Hamilton Printing deed:** Superintendent John Shortsleeve said that we really do not need to secure this parcel of land for the Village. The Board agreed to let the parcel remain as is. The Village will not improve it.
6. **Code of Ethics:** Attorney Benjamin Hill finished the review of the document and handed copies to the Board for their review. The purpose of this policy is to protect the Village residents and employees against conflicts. This policy requires an Ethics Officer to oversee it. Marianne Carner was asked to fill that position and she agreed. Attorney Benjamin Hill said that this is a good policy to have in effect for the Village. NYCOM has it as something that should be a requirement. The Board will review it and vote on it at the next meeting.

APPROPRIATIONS: Mayor Schmidt moved, Deputy Mayor Martin seconded, motion carried authorizing the following bills to be paid:

1. Abstract #12 Vouchers #330- #391 in the amount of \$145,456.98
 - a. General Fund - \$63,716.20
 - b. Water Fund - \$27,679.28
 - c. Sewer Fund - \$38,936.43
 - d. Castleton Kids - \$15,125.07

ONLINE BANKING TRANSFERS: Trustee Pratico moved, Trustee Giuliano seconded motion carried authorizing Clerk-Treasurer Joanne DeVito to transfer funds according to the schedule presented to the board.

ADJOURNMENT: At 8:13 pm, Trustee Giuliano moved, Trustee Pratico seconded, motion carried to adjourn the meeting.

Respectfully Submitted,
Joanne DeVito
Village Clerk-Treasurer