

**Village of Rhinebeck Board of Trustees Meeting Minutes**

**Tuesday, February 13, 2018**

**7:00 PM**

Attendance: Mayor Gary Bassett, Deputy Mayor Ric Lewit, Trustee John Rossi, Trustee Brant Neuneker, and Karen P. McLaughlin, Treasurer.

The mayor opened the meeting at 7:00 pm with the Pledge of Allegiance.

County Legislator Joel Tyner was absent.

Public Comment - There was no public comment .

**Department Reports**

**Treasurer's Report** was presented by Karen P. McLaughlin as follows:

			PERIOD:	31-Jan-18
<b>TREASURER'S REPORT</b>				
	BALANCE			BALANCE
	01/01/18	RECEIPTS	DISBURSED	01/31/18
TAX COLLETOR's Account	\$1,325,374.76	\$225.15	\$0.00	\$1,325,599.91
GENERAL Fund	\$147,852.20	\$67,524.63	\$147,425.76	\$67,951.07
WATER Fund	\$746,799.34	50,954.86	41,142.67	\$756,611.53
SEWER Fund	\$833,932.58	36,890.17	38,797.58	\$832,025.17
Capital -FIRE	\$54,133.37	7,009.02	0.00	\$61,142.39
Capital - STREETS	\$223,410.45	38.14	0.00	\$223,448.59
Capital - POLICE	\$33,441.82	5.55	0.00	\$33,447.37
Capital - OFFICE	\$10,672.43	2.08	0.00	\$10,674.51
Capital - PARKING	\$41,223.37	6.94	0.00	\$41,230.31
Capital - PARKS & REC	\$30,149.53	4.85	0.00	\$30,154.38
Capital - SIDEWALKS	\$15,008.96	2.77	0.00	\$15,011.73
Capital - WATER	\$164,580.45	8.39	0.00	\$164,588.84
Capital -SEWER	\$11,477.24	0.49	0.00	\$11,477.73
Gardens-Sewer Bond	\$114,691.75	19.48	0.00	\$114,711.23
HRA Account	\$32,757.85	257.20	2,686.18	\$30,328.87
Consolidated Cking	\$7,999.84	80,596.76	88,561.76	\$34.84
Trust & Agency	\$20,310.79	104,512.13	116,724.78	\$8,098.14
Escrow	\$48,242.26	0.00	0.00	\$48,242.26
<b>TOTAL</b>	<b>\$3,862,058.69</b>	<b>\$348,058.61</b>	<b>\$435,338.73</b>	<b>\$3,774,778.87</b>
<b>VOUCHERS:</b>	<b>Prepaid</b>	<b>Feb-18</b>	<b>TOTAL</b>	
General	\$11,918.39	\$100,226.08	\$112,144.47	
Water	\$8,912.91	\$29,400.42	\$38,313.33	
Sewer	\$7,038.53	\$47,420.69	\$54,459.22	
Capital- Water Impr System	\$0.00	\$800.00	\$800.00	
Capital- Police Bond payment	\$42,210.00	\$0.00	\$42,210.00	

<b>MONTHLY OPERATING STATEMENT-</b> An Operating Statement is provided for the [REDACTED] expenditures through February 13, 2018 [REDACTED]
<b>WATER &amp; SEWER-</b> Adjustments have been reviewed and signed off by the Water and Sewer Dept liaisons and are presented for authorization. [REDACTED]
<b>BUDGET ADMENDMENTS-</b> As presented.
<b>BUDGET 2018-2019-</b>
The budget process is well underway. Department liasions have been meeting with department heads and then scheduling to review their proposed budgets with the Board. On February 6th, Police, Water and streets departments reviewed their budgets line by line with the Board. On February 20th, the Waste Water and Fire are scheduled to present theirs. All is moving forward with the line by line review of the Village Budget.

Monthly Operating Statements will be emailed to the board.

<b>JAN 2018 BILLING &amp; WATER ADJUSTMENTS</b>				
<u>Water</u>				
Acct #	DM (balance)	CM	Difference	Reason
Zone 1	\$30,867.27		\$30,867.27	billing
Zone 4	\$21,392.86		\$21,392.86	billing
Zone all penalty	\$774.78		\$774.78	penalty
Zone coll-60 days	\$750.00		\$750.00	collection fee
40042W	\$37.20		\$37.20	FINAL
40042W	\$25.00		\$25.00	NEW OWNER
31024W		\$7.50	\$7.50	Credited wrong acct removed FC
21378W	\$42.00		\$42.00	FINAL
21378W	\$25.00		\$25.00	NEW OWNER
21462W		\$25.00	\$25.00	Remove collection fee
168W		\$21.30	\$21.30	Remove finance charge
2062W	\$33.00		\$33.00	FINAL
2062W	\$25.00		\$25.00	NEW OWNER
385W		\$25.00	\$25.00	Remove collection fee
21378W		\$30.00	\$30.00	Remove finance charge
<b>JAN 2018 WASTE WATER BILLING &amp; ADJUSTMENTS</b>				
<u>Waste Water</u>				
Acct #	DM (balance)	CM	Difference	Reason
Zone 4	\$23,321.88		\$23,321.88	billing
Zone 4 Assmnt	\$5,424.71		\$5,424.71	billing- assessment
Zone all penalty	\$863.11		\$863.11	billing
40042S	\$98.12		\$98.12	FINAL

40042S	\$25.00		\$25.00	NEW OWNER
21378S	\$66.60		\$66.60	FINAL
21378S	\$25.00		\$25.00	NEW OWNER
40087S		21.99	\$21.99	

Waste Water Adjustments - Motion made by Trustee Traudt, seconded by Mayor Bassett and all were in favor to accept the Waste Water adjustments as presented. Motion passed.

Water Adjustment - Motion made by Trustee Neuneker, seconded by Trustee Lewit and all were in favor to accept the Water adjustments as presented. Motion passed.

### BUDGET AMENDMENTS

GENERAL FUND			
Decrease	Increase		
	2089.01.00.00 Special Events	(\$250.00)	to classify POLICE reimb for escort Platania job
	31201.01.000.00 Police Salary - PT	\$250.00	to classify POLICE reimb for escort Platania job
19904.01.0.0 Contingency		(\$4,938.00)	transfer to cover over-budget items below
	16404.01.0.14 Central Garage	\$586.00	
	16504.01.0.0 Central Communication	\$801.00	add'l costs for new phone system
WATER FUND			
	19104.01.0.0 Unallocated Insurance	\$3,551.00	Begin of Yr was an est & add 17 Ford Explorer
Decrease	Increase		
83302.12 Purification EQ		(\$5,500.00)	transfer to repairs/maint for overage
	83204.12.0.33 Source Power Pump	\$5,500.00	auto and equipment repair
83404.12.0.02 Trans/Distr		(\$3,000.00)	transfer for LL Pump Station Grant Appl.
	83404.12.0.56 transmission LL PS Grant	\$3,000.00	Grant application preparation fee
SEWER FUND			
Decrease	Increase		
99509.13.000.00 Transf to CAP		(\$18,500.00)	reduce to cover over-budget items below
	81202.13.0.0 Sanitary Sewers EQ	\$8,000.00	Safeco Alarm System
	81302.13.0.0 Sewer Treatment Supplies	\$7,500.00	UV System repair/replacement
	81304.13.0.2 Tx/Disposal Fees-non Empl	\$3,000.00	CAMO Pollution to assist with plant operations

Budget Amendments - Motion made by Mayor Bassett, seconded by Trustee Rossi and all were in favor to accept the budget amendments as presented. Motion passed.

**Police & Court-** Both December and January were presented this month, as follows:

December - Tickets that were completed both from court sessions and mailed in for the month - 85 with revenue from the State - \$2,815.00

January - Tickets that were completed both from court sessions and mailed in for the month - 133 with revenue from the State - \$3,413.00

The mayor reported that the snow ordinance is still in effect and 25 tickets have been issued for

cars left on the streets overnight. He stressed that it is important to keep streets clear for the Highway Department to plow.

The mayor explained the "Think Differently" initiative started by Dutchess County Executive Marcus Molinaro to foster a welcoming and supportive environment for residents with special needs. Mayor Bassett moved for the following:

### **THINK DIFFERENTLY**

WHEREAS, the "Think Differently" initiative is about promoting awareness and acceptance of all people, and advocating for the inclusion of all individuals living on the Autism Spectrum and with special needs; and

WHEREAS, our state and communities are stronger because of our diversity and differences; and

WHEREAS, according to the Center for disease Control (CDC) over 55 million people, or approximately 19% of Americans, have a type of disability or special need; and

WHEREAS, for some people with special needs, the very thing that makes them unique can also keep them on the sidelines, separate from those who might not understand their differences or uniqueness; and

WHEREAS, it is important to promote and provide guidance to those with special needs on how to access publically supported services available to them in the community; and

WHEREAS, it is important to encourage and educate the community and businesses on ways they can make facilities and services more accessible and on how to train staff to welcome and support special needs customers and co-workers; and

WHEREAS, the goal of this initiative is to provide a supportive and inclusive environment for individuals of all abilities by supporting community events that expand family friendly opportunities for people with special needs and their families; and

WHEREAS, adopting "Think Differently" initiative is an important statement that our Village officials, business owners and residents can make to show their support for the differently-abled children and adults with special needs and their families.

NOW THEREFORE BE IT RESOLVED, that the Village of Rhinebeck, residents and business owners to adopt the "Think Differently" initiative so that all are better prepared to communicate with, provide for, and support those living on the Autism Spectrum and with special needs.

This was seconded by Trustee Traudt and all were in favor. Motion passed.

**Fire Department** - Mayor read the following report prepared by Chief Kyle Eighmy:

- For the month of January 2018 there were a total of 96 calls. There were 23 fire calls, 66 EMS calls and 7 MVAs. We responded to our mutual aid departments 9 times. The ambulance did not respond to 8 calls therefore, our response percentage was 89 %.
- Over the next 2 months the FD will be utilizing a vacant home next to Del's for Firefighter training. This allows us to simulate real life situations for firefighting tactics.

**Building/Planning/Zoning**- Trustee Rossi reported that there was no report submitted this month and it was a quiet month.

**Highway Department-** Trustee Lewit reported the following regular duties were performed:

- Snow Removal
- Mechanical upgrades
- Sign replacement
- Park clean-up & maintenance.

Trustee Lewit also reported that 3 bids were received for the Shared Services Study for Highway and Maintenance Services. There was a committee formed to include Supervisor Elizabeth Spinzia and they will meet to review the bids and report to the board.

**Water Department** - Trustee Neuneker gave the water report as follows:

\* Low lift pump station

10th Gallagher's on site to assess backup vac tank. Still gathering info

\* Water Treatment Plant:

Total water treated was 13,512,000 gallons

10th Phosphate delivery

\* Distribution System:

Feb 8th - 6" Main break on Star Dr. Repair clamp

Feb 9th - Valve replaced on Hutton Street. Upper Hutton can now be isolated for future repairs.

Feb 9th - Service line repaired on Hutton by Jeff Decker

Trustee Neuneker also reported that because of the freezing cold weather, there were some broken lines that were repaired. Chief Operator Alix researched a useful tool called the Freeze Machine to freeze the pipe on both sides for repair work. It will reduce the need to shut water off and the mess of some digging. This has been ordered and at the last meeting the board authorize charging \$100 to residents and customers for its use.

Trustee Neuneker also announced that they will be purchasing 2 respirators for entry in the chlorine room. He reported that the water department will start with 2 and see how they work and then purchase one for each employee.

Trustee Neuneker also let the board know that the ladder in water tank is in need of replacement and that will be scheduled for the next dive inspection. He reported that a video was done on the inside of the tank. Mayor Basset said he thought it would be a good idea to put the video on the website for the public to view.

**Wastewater Department** - Trustee Traudt announced that there was no written report submitted this month. He also reported that he is having discussions with the employees for the new weekend schedule adopted at the 1/30/18 board meeting.

**Security Update-** Trustee Traudt gave an update on the installed, programmed and tested security and fire alarm system. The mayor explained that the sensaphone is programed to call one of the operators and it was discussed to have the calls go to SAFECO to be notified as well and it will go through a sequence of callings until it gets to someone. We are tying in the old system with the

new. Trustee Traudt made a motion to add the 2 new features for the sensaphone, seconded by Mayor Bassett and all were in favor. Motion passed.

DEPARTMENT REPORTS- A motion was made by Mayor Bassett, seconded by Trustee Rossi and all were in favor to accept all the department reports as presented. Motion passed.

### **Committee Reports**

**Tree Committee** - Trustee Lewit reported that the tree committee is working diligently to notify homeowners and secure locations for the spring planting of approximately 20 trees.

The following are the minutes of the Tree Committee:

### **RHINEBECK TREE COMMISSION - MEETING MINUTES, FEBRUARY 06, 2018**

Meeting called to order @ 6:15pm.

MEMBERS PRESENT: Walter Cotter, Tom Johnson, Nataalka Chas, Connie Lown; and Ric Lewit - Village liaison

MEMBER ABSENT: Meg Crawford

Acceptance of Minutes from the January 8th meeting was moved by Nataalka and seconded by Tom; all in favor.

#### APPLICATION REVIEWS

None

#### PLANNING FOR SPRING 2018 TREE PLANTING (Sat, April 28th) - SITE POSSIBILITIES

The list of possible tree sites was reviewed; all are BROW planting locations. Krissy Denu has provided us with owners names and telephone numbers so we can start canvassing for planting permission this coming weekend (in hope of replies being returned before March 1st). The Village letter to property owners has been fine tuned and will be printed by the end of this week; we need to access the BROW Agreement to accompany it -- one copy will be attached to the cover letter, for the property owners' records, and a second copy is to be signed & returned to the Village Clerk. Walter offered to canvas the 11 homes in his neighborhood; Nataalka & Connie will canvas the remaining 10 homes.

NOTE: Tree species are being recommended and canvassers will show property owners photos of the tree(s) to assist in their acceptance. Walt reported that Sheldon (in charge of Buildings & Grounds) at Chancellor Livingston School is interested in having trees by the bleachers and ball field. Ric will talk with the School Superintendent on details for this new planting location.

#### LIST OF HAZARDOUS TREES NEEDING REMOVAL

Ric to follow-up with John Fenton regarding a list of all dead/damaged trees in municipal areas which need to be pruned or removed.

Meeting was adjourned @ 6:50pm.

**NEXT MEETING DATE: Wed, March 7th, 2018 @ 7pm**

NOTE: Meeting time will revert to the usual 7:00pm in March.

Respectfully submitted by Connie Lown, Secretary

**Ethics Committee**- No report this month.

**Short-Term Vacation Rental (STVR) Committee**- Trustee Neuneker reported that the the draft is ready and they want to schedule a public workshop meeting Thursday, February 22nd at 7:00 pm. for the public's input on the draft.

**Environmental Committee Report** - Mayor Bassett reported that Trustee Neuneker attended a meeting with all the municipalities that draw their water from the Hudson River. These 7 municipalities will establish 10 steps for Source Water Protection and then come up with a scorecard. They are working to establish an inter-municipal agreement. A report will be given at the regular March 13th meeting.

**Food Waste-** The mayor also discussed that they met with a company called Community Compost on how food waste can be composted. Food gets combined with mulch and is composted to create organic soil as a product. He also reported that Ulster County Resource is currently doing it. This is a high-end project that the Environmental Committee is working on. As it is in the exploratory phase, a formal presentation will be made when all the information is compiled.

**Parking Committee-** With regards to the 2017 CDBG at Legion Park, Trustee Traudt reported that he addressed the bidding process the Village used and identified that we did reach out to WMBE firms. He submitted that to the county and is awaiting an answer.

**Grant Advisory Committe-** Trustee Rossi reported that his committee met on January 26th and their goals are become more familiar with the NYS Empire Development Group for grants that are available. He reported that for NYSERDA Grants, the municipalities have to complete these 10 high impact items. If you achieve 4 of the 10, the pay off is \$5k, not as much as before but we are continuing to work on them. The Electric VEHICLE charging station and LED lighting is being done, which raises our score for future energy grants. We will continue with this incentive as it is benchmarking our progress to be eligible for larger grants later on. Also, we are in the process of registering with NYSERDA to be a clean energy community.

Mayor Bassett reported that he is pleased with the progress we are making for reducing, reusing and recycling.

**Parking Committee-** Mayor Bassett reported that he and Trustee Traudt are looking at loading zones and parking in the village. We are pursuing a phase 3 parking lot. There's opportunity to improve parking here in the village and we are committed to doing that.

Other Business

**Liquor License-** DC Agricultural Society request Village acknowledge to the Liquor Authority, they will sell beer and wine at DC Fair August 21-26, 2018, with a formal response. Trustee Neuneker stated the the Village needs to be added to their insurance as add'l insured. With that, motion made by Mayor Basxett to acknowledge the event (DC Fair) and their intent to sell beer and wine seconded by Tustee Rossi and all were in favor, with the exception of Trustee Traudt whio abstained because his company sells beer at the event. With a majority, motion passed.

**LED Street Lights-** Trustee Lewit attended a webinar that discussed the RFP process. Red Hook will hold another meeting and Trustee Lewit will keep the board informed as they progress.

**MINUTES:** Motion made by Mayor Bassett, seconded by Trustee Rossi and all were in favor to accept the minutes of Budget Meeting 1-30-2018 and Budget Meeting 2-6-2018. Motion passed.

#### **EXECUTIVE SESSION-**

Motion made by Mayor Bassett to enter executive sesion to discuss a personnel issue, seconded by Trustee Neyneker and all were in favor to enter executive session at 8:05 pm.

Motion made by Mayor Bassett to exit executive sesion and re-enter the regular meeting, seconded by Trustee Neuneker and all were in favor. Re-entered meeting at 8:35 pm.

No action was taken

**ADJOURN-** Motion made by Mayor Bassett, seconded by Trustee Traudt and all were in favor to adjourn. Meeting adjourned at 8:36 pm.

Respectfully Submitted,

Karen P. McLaughlin, Treasurer