

**Village of Chester
Board of Trustees Meeting Minutes
December 5, 2016**

The Board of Trustees of the Village of Chester held their monthly meeting in the Village Hall meeting room on Monday, December 5, 2016.

Members present: Mayor John Tom Bell, Deputy Mayor, Christopher Battiato, Trustee, Alan Battiato, and Trustee Elizabeth A. Reilly. Trustee, Brian J Boone was not present.

Also, present: Village Clerk, Rebecca Rivera, Village Treasurer, Angela O'Neill, Village Attorney, Henry Christensen, Village Police Chief, Peter Graziano, Village Water Commissioner, Gary Green, Village Street Superintendent, Charles Bono, and Village Code Enforcement Officer, John Orr.

Mayor John Tom Bell opened the meeting at 7:00 PM. and started the meeting off with the Pledge of Allegiance.

AUDIT OF BILLS: Mayor John Tom Bell noted that the audit of the Village's monthly bills for approval was complete.

A motion to approve the audit of the bills was made by Trustee Elizabeth A. Reilly, second by Deputy Mayor Christopher Battiato. Motion unanimously passed.

APPROVAL OF MINUTES: Monthly meeting minutes of November 14, 2016.

A motion to approved the Monthly meeting minutes of November 14, 2016, by Trustee Elizabeth A. Reilly, second by Deputy Mayor Christopher Battiato. Motion unanimously passed.

CASH BALANCES ENDING NOVEMBER 30, 2016

<u>Fund/Bank Account</u>	<u>Deposits</u>	<u>Disbursements</u>	<u>Interest</u>	<u>Ending Balance</u>
<u>General Fund</u>				
Savings (Sterling National; Bank)	--	--	599.94	2,880,334.26
Checking (Orange County Trust)	294,088.16	352,594.38	4.75	137, 920.96
<u>Savings (Orange County Trust)</u>	<u>8,294.58</u>	237,782.69	293.66	3,075,843.50
<u>Water Fund</u>				
Capital Checking	25,000.00	--	6.19	94,744.78
Checking	172,173.40	70,165.37	15.56	359,939.21
<u>Sewer Fund</u>				
Checking	10,396.14	--	15.56	321,898.27

Cumulative Fiscal Year Interest Earned by Fund 06/1/16 – 05/31/2017

General Fund	\$	5,518.66
Water Fund	\$	116.68
Sewer Fund	\$	120.32

Treasurer's Discussion:

1. **EXPENSE CONTROL REPORT:** Year to Date Expense Control Reports attached.
2. **REVENUE CONTROL REPORT:** Year to Date Income Control Reports attached.
3. **SEWER COLLECTION:** Sewer collection continues. 3rd installment is due by 1/3/17.

A motion to accept the Treasurer's report, as read, was made by Trustee Alan Battiato, second by Trustee Brian J. Boone. Motion unanimously passed.

BUILDING REPORT: Building Inspector/Code Enforcement Officer, John Orr, read his report as follows:

Meadow Hill Apartments.

- 1- Building #6 now occupied.
- 2- Building #2 interior work continues.
- 3- Building #3 interior work started.
- 4- Building #1 framing almost complete.

Steris Nucifora Blvd.

- 1- Interior work continues.
- 2- Site work continues.

Christopher's Bistro

- 1- Work now complete.

Curtain – 1 Railroad Ave

- 1- Work continues.

Mott – 45 Meadow Ave

- 1- Work continues.

Jean – 7 Vista Dr.

- 1- Now complete.

Quinn – 77 Main Street

- 1- Project almost complete.

McDonald's – 73 Brookside Ave

- 1- Issued permit for renovation.
- 2- Renovation well underway.

I have started the LED conversion project. As you can see with this room all lights and lenses have been replaced. Also, the court office has been converted. Want to thanks Joe Phillips for his help one Saturday and the other highway guys for helping me cut the lenses.

A motion was made by Trustee Elizabeth A. Reilly, second by Trustee Alan Battiato to accept the Building department report as read. Motion unanimously passed.

POLICE REPORT: Police Chief, Peter Graziano, read his report as follows:

1. Personnel:

- Appointment of Officer Dicembri from part-time status to full time status.

2. Citizen Issues:

- No issues.

3. Public Safety Issues:

- Traffic Details: Continuing.
- Due to the Christmas Parade and Tree lighting on 11 December, drivers should be aware there may be delays/road closures on Walnut Dr., Maple Ave., SR 94, Main St., Winkler Pl., and Howland. Parade is scheduled for 4pm.

4. Facilities:

- No Issues

5. Equipment:

- None

6. Vehicles:

- 725, 2010 Impala, and 728, 2007 Impala are back in service, 726 2011 Impala, is currently undergoing transmission repairs.

7. Other:

- No issues.

8. Department Activity YTD:

Call Type	2016
Calls for Service	2500
Criminal Cases	560
Arrests	336
Traffic Accidents	193

A motion to appoint officer Dicembri as a full-time officer was made by Trustee Alan Battiato, second by Deputy Mayor, Christopher Battiato. Motion unanimously passed.

A motion to accept the Police Department report, as read, was made by Trustee Elizabeth A. Reilly, Deputy Mayor Christopher Battiato. Motion unanimously passed

STREET REPORT: Street Superintendent, Charles Bono, read his report as follows:

As of December 1st, our season for the bulk pick up of leaves, along with our Green Waste Removal Program has come to an end. We would like to thank village residents for their cooperation in putting out their leaves as early as possible. Our Green Waste Removal Program will resume on April 1st 2017.

With the winter months approaching we would like to remind village residents of a few simple guidelines to help aid the street dept. with the removal of snow:

1. Please do not place garbage receptacles out in the street or onto sidewalks. Garbage receptacles should be placed behind the curb. With the current Garbage Co., the garbage trucks have arms on them to reach out way past the curb in order to pick up your receptacles.
2. Bulk collection for garbage pickup occurs only during the months of April to November.
3. Although the village street dept. provides a courtesy by clearing the sidewalks. It is still the property owner's responsibility to maintain the sidewalks and keep them cleared of snow and ice.
5. Please do not relocate snow from driveways and sidewalks into the street. This is a violation of the New York State Highway Law (Article 8, Section 214) and will cause a hazardous condition on the street.
6. Please remember the village snow ordinance that is in effect from November 1st to April 15th, between the hours of 3:00am to 6:00am.

The holiday decorations have been put up on Main Street and Academy Ave.

The street dept. will be collecting Christmas trees the week after Christmas. Please make sure, that all ornaments, lights, stands and plastic bags that are wrapped around the tree are removed and that the tree is placed curbside. The last day for collecting Christmas trees will be January 31, 2016.

Attended a CHIPS Road Mileage Meeting pertaining to our Local Highway Inventory. Pursuant to federal statute states are required to submit public road mileage annually to the Federal Highway Administration (FHWA). In August 2012, the FHWA expanded the requirement to include that the data be submitted in a geospatial format to use in a Geographic Information System (GIS). Addressing the new requirements also necessitates that a comprehensive review of the roadways and their lengths be completed by the New York State Department of Transportation, whereas before they were completed by the local municipalities.

Using the GIS Format, some of the local highway inventories have changed based on precise measures, modified street/road names based on mapping. (So, if you had a street that is owned by two municipalities, there could be a difference in inventory depending on where the GIS recognizes the property line. Also, if there are streets that are not on the GIS or are not recognized as public streets, the streets will be indicated as removed from the local highway inventory. In order to have a street added to the local highway inventory, a resolution is need by the governing board of the local government is provided indicating that the road is actually unrestricted and the

local government accepts full legal liability and maintenance responsibility, NYSDOT can restore the road to local highway inventory.

Our local highway inventory before the new format showed the villages' inventory as 12.94 miles' verses 11.63 miles using the GIS format which is a difference of 1.31 miles

On November 20, we had a storm that started out as rain and then changed over snow that accumulated 4" of snow on the streets. After the storm, the equipment was washed and serviced for the next storm.

We had our annual inspection of the fuel tank facility performed. Two test were performed. One was the annual functionality test on the tank monitor system and the second test was for the cathodic protection test. (Prevention of electrolytic corrosion of a metal structure) Both passed the test.

A motion to authorized to remove West Ave., and add Winkler Place Village of Chester's Local Highway Inventory List, was made by Trustee, Elizabeth A. Reilly, second by Trustee Alan Battiato. Motion unanimously passed

A motion to accept the Street Department report, as read, was made by Trustee Elizabeth A. Reilly, second by Alan Battiato. Motion unanimously passed

WATER REPORT: Water Commissioner, Gary Green Jr., read his report as follows:

- 1) Daily filtration plant and well #12 routine
- 2) Weekly filter cleaning procedure was performed on both filtration skids
- 3) Flushing of water mains throughout the village
- 4) Monthly water samples to lab
- 5) Rebuilt fire hydrant at well house
- 6) Shut off 2 empty houses per owner
- 7) Shut off of our seasonal customers
- 8) Worked on fire hydrant at the end of the system on route 94.
- 9) Installed new meters at 45 Meadow Ave, eliminating the need for the meter pit
- 10) Helped town water department repair a fire hydrant in creamery pond.
- 11) Highway department repaired a crack in the fiberglass tank at the filter plant

A motion to authorize a payment agreement to 4 King St., water account due to a leak on the property, was made by Trustee Elizabeth A. Reilly, second by Christopher Battiatio. Motion unanimously passed.

A motion to accept the Water Department report, as read, was made by Deputy Mayor Christopher Battiato, second by, Trustee Elizabeth A. Reilly. Motion unanimously passed.

PARK & RECREATION: No one present from Park & Rec.

OTHER BUSINESS:

Resolution Fuel Management System

RESOLVED, that the Village of Chester Board of Trustees hereby declares that the Fuel Management System project proposed for 3 Vadala Road within the Village is a Type II action under SEQRA in accordance with 6 CRR §617.5(c) (7), as the project involves the construction of a nonresidential facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and is consistent with local land use controls.

And it is further

RESOLVED, that the sum of \$35,000 be allocated from the Capital Projects account for the Village's portion of the initial cost of the Fuel Management System project.

Introduced By: Trustee Alan Battiato

Seconded By: Deputy Mayor, Christopher Battiato

On a vote of 4 to 0, the resolution was adopted

Trustee Brian J. Boone was absent.

A motion to appoint all the member of the Planning Board and Zoning Board members for a 60-day appointment in order to allow the clerk to research the terms of appointment for both, the Planning and Zoning board members, was made by Trustee Elizabeth A. Reilly, second by Deputy Mayor Christopher Battiato. Motion

unanimously passed.

Michal Farrow was present and asked the Village Board of Trustee for permission to have a 2-day festival similar to the one he had last year in 2015. The Festival would be taking place in August 12th and 13th. Liability insurance certificate will be provided. Mr. Farrow also asked if the Village Board of Trustees would consider waiving the fees for the vendor permits as they did last year.

A motion to authorize Festival for the dates of August 12, 2017 and August 13, 2017 was made by Trustee Alan Battiato, second by Trustee Elizabeth Reilly. Motion unanimously passed.

CALENDAR:

- **December 11, 2016, Chester Historical 24th Annual Tree Lighting and Parade – Sponsored by Chester Historical Society. Tetz is bringing their Clydesdale horses to join the parade. Beginning at the 4pm by the Walton Engine and Hose Fire house and ending at the train station by the Erie Depot, next to trail. For more information go to: chesterhistoricalsociety.com**
- Village will be **open** from **9:00 am to 1:00pm** on the following dates: **December 23, 2016** and **December 30, 2016**
- Village Hall will be closed on **December 26, 2016** and **January 2, 2017**.

ADJOURNMENT:

A motion to adjourn the meeting was made by Trustee Alan Battiato, second by Trustee Elizabeth A. Reilly. Motion unanimously passed.

Respectfully submitted,

Rebecca Rivera
Village Clerk