

**Village of Chester  
Board of Trustees Meeting Minutes  
April 10, 2017**

The Board of Trustees of the Village of Chester held their monthly meeting in the Village Hall meeting room on Monday, April 10, 2017.

Members present: Mayor John Tom Bell, Trustee Elizabeth A. Reilly and Trustee, Brian J Boone. Deputy Mayor, Christopher Battiato, and Trustee Alan Battiato were absent.

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

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 March 2017, 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 Trustee Brian J. Boone. Motion unanimously passed.

**APPROVAL OF MINUTES:** Monthly meeting minutes of March 13, 2017.

A motion to approved the Monthly meeting minutes of March 13, 2017, by Trustee Elizabeth A. Reilly, second by Trustee Brian J Boone. Motion unanimously passed.

**CASH BALANCES ENDING March 31, 2017**

<u>Fund/Bank Account</u>	<u>Deposits</u>	<u>(Disbursements)</u>	<u>Interest</u>	<u>Ending Balance</u>
<b><u>General Fund</u></b>				
Savings (Sterling National Bank)	----	--	624.70	2,902,493.23
Checking (Orange County Trust)	413,729.96	329,514.72	9.56	221,963.08
Savings (Orange County Trust)	--	171,281.36	165.61	1,686,735.76
<b><u>Water Fund</u></b>				
Capital Checking	--	--	8.16	94,783.53
Checking	8,647.26	29,792.47	18.81	353,402.19
<b><u>Sewer Fund</u></b>				
Checking	91,589.19	278,116.96	15.63	231,699.54

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

General Fund	\$	8486.03
Water Fund	\$	26.97
Sewer Fund	\$	192.44

**Treasurer's Discussion:**

**Treasurer's Discussion:**

- 1. STATEMENT OF REVENUE & EXPENDITURES:** Year to Date Report is attached.
- 2. 2017-2018 BUDGET:** The 2017-2018 Village Budget presented this evening includes a 0.25% increase in the Village Property Tax Rate. The tax rate for 2017-2018 is \$13.5163/thousand of assessed value, an increase of \$.03 cents per thousand of assessed value. The Village of Chester has not exceeded the 2% tax cap mandated by New York State.
- 3. 2017-2018 SEWER BUDGET:** Sewer Rates for 2017-2018 have increased from \$36.40 per chargeable unit to \$58.00 per chargeable unit or \$508.00 annual charge for a single-family residence. The increase in sewer charges is due to the need for replacement of sewer pumps located on Greycourt Avenue.

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

**BUILDING REPORT:** Building Inspector/Code Enforcement Officer, John Orr, was called away to a fire a call and the report was read by Mayor John T. Bell:

Meadow Hill Apartments.

- 1- Building #1 interior work continues.
- 2- Building #3 interior work continues.

Steris – 2 Nucifora Blvd.

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

Curtain – 1 Railroad Ave

- 1- Work complete.

Mott – 45 Meadow Ave

- 1- Work complete.

McDonald's – 73 Brookside Ave

- 1- Exterior renovations continue.

Demack/Belmay – 45 Leone Lane

1- Floor alteration now complete.

15 Grand View

1- Issued permit for the renovation and removal of finished basement.

Buckley – 157 Main Street (Tuthill)

1- Issued permit for the renovation of house.

Spring is here as we have issued the first pool permit for the year.

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

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

**1. Personnel:**

- On 16 March the NYS Department of Labor, Public Employees Safety and Health Bureau (PESH) performed an unannounced inspection of the police facilities and training records. The inspectors noted some electrical concerns in the station as well as lack of training in require subject matters as well as periodic medical testing for employees and vaccination for Hepatitis B.
- I am in the process of exploring the hours required for each subject and whether internet training is a possibility to hold down instructor and overtime costs.
- I have created a login on the PERMA website and now have access to various training DVD's, some range 15 to 30 minutes in length.
- I will have a better idea what direction to take once I receive the report from PESH.
- On 23 March, the department had an unannounced visit from PERMA, the results of which are attached.

**2. Citizen Issues:**

- No Issues

**3. Public Safety Issues:**

- Traffic Details: Continuing.

**4. Facilities:**

- No Issues

**5. Equipment:**

- No issues.

**6. Vehicles:**

- No issues.

**7. Other:**

- No issues.

## 8. Department Activity YTD:

Call Type	2017
Calls for Service	689
Criminal Cases	167
Arrests	105
Traffic Accidents	056

A motion to accept the Police Department report, as read, was made by Trustee Elizabeth Reilly, second by, Trustee, Brian J. Boone. Motion unanimously passed

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

We survived the Blizzard of 2017. The storm packed quite a punch when it hit, we were fortunate that the duration was only for a short period of time. Snowfall rates were moderate for the first few hours (around 1-2 inches per hr.) and then switch to a moderate to heavy rate (around 3-4 inches per hr.) which made visibility at one point pretty much zero. We had a total snow accumulation around 26 inches. We were very fortunate to only have had two breakdowns during the storm and they were at the end of the storm. Our 1991 Chevy Dump Truck suffered 2 broken rear axles and a broken gear in the rear differential and we broke a lower push arm on the Wing Plow of the 1996 International Dump Truck. Both vehicles have been repair. Special thanks to John Orr who helped operate one of our little plow trucks, the police department for their help in getting cars off the street and assisting with traffic control. Joe Grassi from the water dept. for doing an excellent job on the sidewalks, Anthony LaSpina the Town of Chester Highway Superintendent for use of their loader to load snow and my crew for all their hard work and the long hours which required a few sleepless nights in getting the village back up and running in a short amount of time.

As of April 1, 2017, our Green Waste Removal Program has begun: Green Waste Materials must be curbside by 6:00am on Fridays. Branches must be no longer than 4 ft. and tied. Grass clippings and leaves must be in biodegradable bags. (Bags can be purchased at Lowe's and Shoprite.)

We continue with normal weekly sweeping and road side garbage collection.

I would like to remind the village residents and everyone parking on village streets that the snow ordinance for parking on the street will end on April 15. However, the Street Sweeping Ordinance will go into effect on all Fridays in which there is No Parking on Main St. (ALL) and Winkler PL. from the hours of 3:00am-6:00am.

Bulk collection has started again. Bulk collection will occur from April 1st to November 30th. However, you have to schedule an appointment to have it picked up. Please contact IWS at 845-572-3300.

Henderson Equipment Co. has delivered our new 2016 Freightliner Dump Truck with Sander, Front Plow and Wing Plow.

A motion to accept the Street report, as read was made by Trustee, Brian J. Boone, second by, Trustee, Elizabeth A. Reilly. Motion unanimously passed.

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

- 1) Daily filter plant & well operations
- 2) Twice per week filter cleaning
- 3) Winter Storm cleanup at facilities
- 4) Shoveling fire hydrants
- 5) Attended a free class on leak detection
- 6) Met with insurance carrier to check facilities
- 7) Met with alarm company about an issue at the well location
- 8) Monthly samples were taken to lab for testing
- 9) Worked on getting the mower ready for the season
- 10) Removed hydrant markers
- 11) On site for service line leak on Maple Ave.
- 12) Completed meter reading
- 13) Started repairs on broken meters
- 14) Continue water line mark-outs for Dig Safe N.Y.

A motion to accept the Water Department report, as read, was made by Trustee, Brian J. Boone, second by, Trustee, Elizabeth A. Reilly. Motion unanimously passed.

**PARK & RECREATION:** no report. Mayor John Tom Bell mentioned the following:

Summer Camp registration information will be posted on the Town of Chester website. For more information contact, Town of Chester, Park and Recreation, 845-469-7000 ext8.

**OTHER BUSINESS:**

- Annual Clean-up will be held on April 29, 2017. Meeting at Wendy's in the Shoprite Plaza at 12noon. Earl VanDabogart was present in place of Tom Flynn.

A motion to approve the Annual Clean-up of 2017, was made by Trustee, Elizabeth A. Reilly, second by Brian J. Boone. Motion unanimously passed.

- 28 High St – Sewer bill #136 request the penalties be removed from acct.

A motion to adjust penalties off of sewer bill #136 for 28 High St., was made by Trustee Brian J. Boone, second by Trustee, Elizabeth A. Reilly. Motion unanimously passed.

- NYS Retirement System Employer Education Unit workshop – Village Clerk requesting permission to attend workshop on May 11, 2017 at 9:00am – 3:30pm in Middletown NY.

A motion to authorize the Village Clerk, Rebecca Rivera, to attend NYS Retirement System Employer Education Unit workshop on May 11, 2017 at 9am to 3:30pm in Middletown N.Y., was made by Trustee, Elizabeth A. Reilly, second by Trustee Brian J. Boone. Motion unanimously passed.

### **17-13 Resolution Adopting the 2017/2018 Village Budget**

**WHEREAS**, a proposed budget (the “Proposed Village Budget”) for the Village of Chester was prepared and introduced for the 2017/2018 fiscal year; and

**WHEREAS**, a public hearing was held and closed on April 10, 2017, on the Proposed Village Budget; and

**NOW, THEREFORE**, be it hereby

**RESOLVED**, that the Mayor and the Board of Trustees of the Village of Chester hereby adopts the proposed Village Budget of the 2017/2018 fiscal year, which, upon adoption, becomes the Village Budget for the 2017/2018 fiscal year; and be it further

**RESOLVED**, that the Village Clerk and Village Treasurer are authorized and directed to take such actions and perform such other and further acts that are reasonably necessary, proper or convenient to fulfill the purposes of these Resolutions.

Introduced By: Trustee, Elizabeth A. Reilly.

Seconded By: Trustee, Brian J. Boone.

On a vote of 3 to 0, the resolution was adopted

Deputy Mayor, Christopher Battiato and Trustee, Alan Battiato were absent

### **17-14 • Resolution Certifying Delinquent Sewer Charges, Water Charges and Authorizing Levy of Same against Real Property in default:**

**WHEREAS** the Village of Chester provides, among other things, sewer service to the residents of the Village of Chester and certain outlying property owners; and

**WHEREAS** certain property owners have failed to pay their outstanding balances for sewer services, including, late fees, interests and/or; and

**WHEREAS**, pursuant to section 79-45 of the Code of the Village of Chester, the Village Board may, as an alternative to the commencement of a lawsuit, levy past due sewer charges and the associated late fees, interest and penalties upon the real property in default; and

**NOW, THEREFORE**, be it hereby

**RESOLVED** that there shall be levied, assessed, and collected against the real property hereinafter specified the amounts set opposing such real property as certified on the schedule attached hereto; and be it further

**RESOLVED** that a warrant for the collection of such arrears so levied shall be issued to the Tax Collector and collected by her in the same manner and at the same time as other Village Taxes; and be it further

**RESOLVED** that the Village Clerk is hereby authorized to post notice of such warrant and collection as required by the Village Code and the laws of the State of New York.

Introduced By: Trustee, Brian J. Boone

Seconded By: Trustee, Elizabeth A. Reilly.

On a vote of 3 to 0 , the resolution was adopted

Deputy Mayor, Christopher Battiato and Trustee, Alan Battiato were absent

**17-15 Resolution NYS Retirement System Standard Work Day for Employees:**

**BE IT RESOLVED**, that the Village of Chester, Location code 04382, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

<b>Title</b>	<b>Standard Work Day (Hrs/day)</b>
Village Clerk	8.00/1 day
Village Treasurer	8.00/1 day
Deputy Clerk	8.00/1 day
Secretary to Planning Board	8.00/1 day
Building Insp.III/Custodial Worker	8.00/1 day
Clerk to Village Justice	8.00/1 day
Court Clerk	8.00/1 day
Water Treatment Plant Operator	8.00/1 day
Village Street Superintendent	8.00/1 day
Working Leader	8.00/1 day
Motor Equipment Operator	8.00/1 day
Laborer	8.00/1 day
Police Chief	8.00/1 day
Police Officer (Full Time)	8.00/1 day
Police Officer (Part-Time)	6.00/1 day
Police Sergeant	8.00/1 day
Police Assistant	8.00/1 day
Account Clerk (Part-Time)	6.00/1 day
Clerk (Part-Time)	6.00/1 day

Introduced By: Trustee, Elizabeth A. Reilly.

Seconded By: Trustee, Brian J. Boone.

On a vote of 3 to 0 , the resolution was adopted

Deputy Mayor, Christopher Battiato and Trustee, Alan Battiato were absent.

Mayor John T. Bell thanked Street Superintendent and his crew for an excellent job during the snow removal. He also thanked Joseph Grassi for great job on clearing the sidewalks during the snow storm.

**CALENDAR:**

- Chester Cemetery – Trustee, Elizabeth A. Reilly made mention that the Chester Cemetery Committee is looking for donations. The Chester Committee will be selling flags, five dollars a flag in order to raise fund for the upkeep of the cemetery. Joan Robando who is part of the committee will be in charge of selling flags and she can be reached at 845-469-4208 or Elizabeth Reilly, at 845-742-4077.
- Summer Camp Registration – for more information please see the Village News and Events section on our website – [www.villageofchesterny.com](http://www.villageofchesterny.com). You may also contact the Town Park & Rec. department at 845-469-7000 ext.8 or [www.chester-ny.gov](http://www.chester-ny.gov).

•

**ADJOURNMENT:**

A motion to adjourn the meeting was made by Trustee Elizabeth A. Reilly, second by Trustee Brian J. Boone. Motion unanimously passed.

Respectfully submitted,

Rebecca Rivera  
Village Clerk