

Village of Coxsackie

Workshop Minutes

June 8, 2023

The Workshop Meeting was called to order by Mayor Mark Evans at 6:00 p.m. Present were Trustee Donald Daoust, Trustee Rodney Levine, and Trustee Rebecca Vermilyea. Trustee Katlyn Irwin was absent.

Potential Additional Police Officer

The Board met with both Police Chief, Samuel Mento, and a potential new hire for the Police Department, James R. Hilton. The meeting concluded with the Board stating that if they agree to hire Mr. Hilton, he will be sworn in at the next Board Meeting scheduled for June 19th at 7:00 p.m.

Correspondence Received

Letter from the NYS DEC regarding the annual inspection of the Wastewater Plant stating that the Village received a satisfactory rating.

Response letter from the Town of Coxsackie on the Village's request for a joint Comprehensive Plan update.

Letter from the NYS Comptroller's Office stating that the Village is slated for an audit.

Letter from the Environmental Facilities Corporation stating that the BIL Project for Sewer Separation is granted a Build America, Buy America Project waiver.

Letter from Desiree Osborn asking for a new sewer connection at 38 Warren Avenue.

Letter from Alan Palmer asking for a new sewer connection for a home he would like to construct on Riverside Avenue, at what would be approximately #81.

Correspondence Sent

Letter to the Town of Coxsackie asking if they would like to do a joint Comprehensive Plan update.

Letter to Matt Curry of the DOH regarding the Village's Annual Drinking Water Quality Report for 2022.

Water & Sewer Requests

Backus Family-45 Bailey Street-Requesting to have a previous owner's water bill deleted off on the property. They have obtained it through auction by the County, and plan to renovate it. The Board deliberated and concluded that they would refuse the request to remove the past due balance. However, they will grant approval for a 1-year, penalty free, payment plan to pay off the balance. This will go on the agenda for approval at the next Board Meeting on 6/19.

Marc Yander-A resident of Sunset Vista-Requesting a penalty free payment plan to pay off his water balance. The Board deliberated and concluded that they would grant approval for a 1-year, penalty free, payment plan to pay off the balance. This will go on the agenda for approval at the

next Board Meeting on 6/19.

Lisa Hynes-26 Washington Avenue-Asking if the Board can assist her in any way with her levied delinquent water/sewer charges on her tax bill, by either crediting her water/sewer account the difference between the levy amount including penalties, minus the amount she never paid, which would give her a long standing credit in her water/sewer account. Or, that the Board could agree to cut her a check for the total levied charges so that she can apply that to her tax payment, but then have the amount minus penalties put back in her water/sewer account as owed. The Board deliberated and concluded that they would grant approval for allowing the adjustment of delinquent water/sewer charges in the full amount to be removed from Lisa Hynes' tax bill, and placed back into her water/sewer account, and for the removal of water/sewer penalties, and levy penalties, to be removed from this balance, leaving the balance owed in water/sewer to be paid within the next 30 days. This will go on the agenda for approval at the next Board Meeting on 6/19.

Sewer Connection Requests

Letter from Desiree Osborn asking for a new sewer connection at 38 Warren Avenue. The Board deliberated and concluded that they would grant approval for the sewer connection. This will go on the agenda for approval at the next Board Meeting on 6/19.

Letter from Alan Palmer asking for a new sewer connection for a home he would like to construct on Riverside Avenue, at what would be approximately #81. The Board deliberated and concluded that they would grant approval for the sewer connection. This will go on the agenda for approval at the next Board Meeting on 6/19.

Water Tap-in Fees

The Village Attorney will draft a change in the water tap-in fees to allow the Village to change it without requiring a Local Law change.

Building Department Fees

The Village Attorney will draft a change in the Building Department fees to allow the Village to change it without requiring a Local Law change.

Short-Term Rental Law

The Village Board reviewed the proposed Short-Term Rental Code changes with Attorney, Melissa Cherubino, who was present. The Board deliberated and concluded that they would like to see the changes discussed be put into the draft Local Law, and re-disseminated.

A motion to approve scheduling a Public Hearing for Local Law #4 of 2023-Short-Term Residential Rentals for Monday, June 19th at 6:45 p.m. was made by Trustee Levine and seconded by Trustee Vermilyea. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. The motion carried.

CHIPS/Mansion Street

The Village has been notified that we will have \$238,610.55 in available funds. The estimate the Village received for paving Mansion Street and doing the sides was \$228,000.00, so this is feasible. The Board discussed pursuing putting this work out to bid. The Board deliberated and concluded that the Village will put this work out to bid, with bids due by 4 p.m. on Thursday, June 29th, and opened after 4 p.m. The Board concluded that a Special Meeting will be scheduled

for June 29th at 7 p.m. for the purpose of awarding the Mansion Street Paving bid.

A motion to approve scheduling a Special Meeting for the awarding of the 2023 Mansion Street Paving bid for Thursday, June 29th at 7:00 p.m. was made by Trustee Daoust and seconded by Trustee Levine. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. The motion carried.

Owls Committee

The Board discussed accepting the resignations of Kim & Brett Linden, and appointing Sharon Askew as Chair of the Committee for the 2023 Project, and Tommy Prasenski and Lesley Birk as Owls 2024 Project Chairs. The Board deliberated and concluded that these approvals will go on the agenda for the next Board Meeting on 6/19.

Water & Sewer Rates

A motion to approve scheduling a Public Hearing for the purpose of discussing the potential changes to the water and sewer rates for Monday, June 19th at 6:30 p.m. was made by Trustee Levine and seconded by Trustee Daoust. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. The motion carried.

Deputy Clerk Position

The Board discussed approving hiring Candice Herbek as Deputy Clerk/Treasurer at a salary of \$35,000.00, with an increase to \$36,000.00 after completing a 6-month probationary period. The Board deliberated and concluded that this approval will go on the agenda for the the next Board Meeting on 6/19.

Alex Maurer

The Board discussed accepting the resignation of Alex Maurer from his position in the DPW. The Board deliberated and concluded that this approval will go on the agenda for the next Board Meeting on 6/19.

DPW Full-Time Position

The Board discussed hiring Jerry Stacey as a full-time employee of the DPW Dept. The Board deliberated and concluded that this approval will go on the agenda for the next Board Meeting on 6/19.

Riverside Park Docks Sign

Mayor Evans stated that he would like to consider having a sign placed by the docks at the park, and ask each entity, restaurants, shops, library, etc. to buy a plate that could be out on it, so boaters know what is in the downtown area. The Village would have to sign match what the State has down there already.

Food Truck at Riverside Park

Mayor Evans stated that the Fork n' Food truck, owned by Tara Raymond, is working to get a permit to have a truck at Riverside Park on most Fridays, Saturdays, and Sundays, serving hotdogs, grilled cheeses, and sandwiches.

Planning Board

The Board discussed the applications received for the Planning Board positions. The Board deliberated and concluded that they would approve appointing Christine Geoghegan as a regular Member, and Matthew Bennett as an Alternate Member. These will go on the agenda for approval at the next Board Meeting on 6/19.

STR Variance Application from Mr. Randle & Mr. McCormack of 24 Ely Street

The Board discussed scheduling a Public Hearing for the STR Variance application received from Mr. Randle & Mr. McCormack of 24 Ely Street.

A motion to approve scheduling a Public Hearing for the Short-Term Rental Application Variance for 24 Ely Street on Monday, June 19th at 6:15 p.m. was made by Trustee Daoust and seconded by Trustee Levine. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. The motion carried.

Summer Recreation Program

Mayor Evans stated that somehow, and the DOH cannot explain it, but the Village has always avoided needing a State permit to run the Summer Recreation Program. This was because the Village is a recreation program, and not a camp. However, the Village is now required to get a permit. Tara Bachner filled out the extensive application, and is asking that the \$200.00 fee be waived. The Village also has to have a Health Director, which could be a Physician, RN, LPN, or EMT. The Village reached out to Dr. Hassett who is already our Public Health Officer, and he agreed to do this, but requires an additional \$500.00 because of his liability insurance. The Mayor has authorized this expenditure to come out of the Summer Recreation budget line.

Police Officer O'Brien

A motion to approve the Settlement Agreement between the Village of Coxsackie and Police Officer William O'Brien, as drawn up by Counsel, was made by Mayor Evans and seconded by Trustee Daoust. Mayor Evans voted yes. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. The motion carried.

Wastewater Collection System Improvements

The Board reviewed the Response to RFQ #1203-Professional Engineering Services for Collection Systems Project received from Delaware Engineering, D.P.C., and completed the Architectural/Engineering Procurement Documentation, and the Environmental Facilities Corporation Certification for Architectural/Engineering Services Procurement for Federally Funded Projects form.

A roll call vote was taken on Resolution No. 172023-Authorizing the Undertaking of a Proposed Project to Implement Certain Upgrades to the Wastewater Collection System, Identify Non-Municipal Source(s) of Funding for the Project, and Authorize the Submission of an Application to New York State for Financial Assistance to Design and Construct the Project. Mayor Evans voted yes. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. Trustee Irwin was absent. The resolution passed.

The Board read the Full Environmental Assessment Form Part 2 questions aloud pertaining to the Wastewater Collection System Improvements Project. The Board responded with the answers which declared that there were no significant adverse environmental impacts. Mayor Evans read the Negative Declaration aloud which stated the reasons for supporting the determination.

A roll call vote was taken on Resolution No. 182023-SEQR Determination of Non-Significance.

Mayor Evans voted yes. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. Trustee Irwin was absent. The resolution passed.

A roll call vote was taken on Resolution No. 192023-Authorizing the Undertaking of a Sewer System Project Consisting of the Acquisition, Construction, Reconstruction, Addition, Replacement, and Sealing of Sewer Mains, Lines, Valves, and Appurtenances Thereto, and the Separation of Sanitary and Storm Water Sewer Systems in Certain Areas of the Village, Including Land or Rights in Land, Equipment, Machinery, and Apparatus, Stating the Estimated Maximum Cost of Said Project, Together with Certain Costs Preliminary and Incidental Thereto, is \$6,072,810.00 Appropriating Said Sum Therefor and Authorizing the Issuance of up to \$6,072,810.00 Serial Bonds of the Village to Finance Said Appropriation. Mayor Evans voted yes. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. Trustee Irwin was absent. The resolution passed.

Department Head Monthly Reports


All Department Heads were excused for this month.

All Department head monthly reports are on file with the Village Clerk.

A motion to adjourn the meeting was made by Trustee Daoust and seconded by Trustee Vermilyea. Trustee Daoust voted yes. Trustee Levine voted yes. Trustee Vermilyea voted yes. The motion carried.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,



Nikki Berezna
Clerk