

Minutes
 Wednesday, April 27, 2022
 Special Village Board meeting minutes

Present: Mayor Michael Abrams

Trustee: David Flaherty
 Dorene Weir
 James Mark Browne
 Susan Patterson

Also present: Economic Development Director Renee Shurr; Climate Smart Chair William Mancini; Code Enforcement officer Peter Bujanow; Representatives for The School Clark Griffin and Chris Harnaham; and Alexandra Anderson. Approximately 12 members of the public attending via zoom videoconference.

Mayor Abrams called the special meeting to order at 7:00 PM. He stated the special meeting was called to address several miscellaneous items and for the Village Board is trying to stay on top of things.

Finances

A motion made by trustee Flaherty approving the following budget amendments; seconded by trustee Browne. All voted “aye”.

General Fund

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
A.1440.4 Engineering Contractual	A.1420.4 Law Contractual	\$ 1,597.50
A.1460.4 Records Management	A.1450.4 Elections Contractual	\$ 144.72
A.1620.43 Buildings Bandstand	A.1620.4 Buildings Contractual	\$ 1,803.65
A.1990.4 Contingent	A.3410.4 Fire Department Contractual	\$ 2,223.96
A.1990.4 Contingent	A.5132.4 Central Garage Contractual	\$ 1,757.90
A.5410.1 Sidewalks Personal	A.7180.1 Special Recreation Facilities	\$ 166.95
A.8010.4 Zoning Personal Services	A.7520.1 Historic Preservation Commission	\$ 312.05
A.8560.1 Shade Trees Contractual	A.8160.1 Refuse Personal Service	\$ 155.60

Water Fund

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
F.8340.4 Transmission and Distribution Contractual	F.8330.4 Purification Contractual	\$ 90.00

Village Hall repairs - Three contractors reviewed the bid documents for the Village Hall repairs due to the car coming through the Village Hall. The village received one bid. The Code enforcement officer Peter Bujanow reached out to the other two contractors. One contractor became too busy and was unable to submit a bid. The second contractor did not reply to Peter’s request. The third contractor Andrew Scharounon submitted a bid but the bid was deemed incomplete as there were items required that were not submitted with the bid. Peter spoke with

Mr. Scharounon concerning the documents required and at this time all required documents are in for a full completed proposal. The village board will need to consider waiving the irregularities in the proposed bid to move forward with the project. The bid received was for \$26,300 and the contractor is ready to start work next week.

Peter reviewed with the architect Lacey Thaler Reilly Wilson concerning the proposal. They confirmed the bid number is accurate. With the price of material at this time they were concerned what the material would cost. The contractor is a sole proprietor allowing to keep the labor costs reasonable. Peter also checked with the claims adjuster John Fendorak from Focus Adjusters. He also agreed the bid number was good and is comfortable with proceeding. If the Village Board approves Peter is willing to follow through with the finalizing the contract along with village attorney approval.

There is an Alternate #1 for additional work requested for the back file room of the Village Hall that would be paid for by the village. The additional work is proposed at \$7,100. Peter stated there is a water issue due to the subgrade of the building. The building is a brick façade with Timbers. The wood timbers of the building is below the ground and allowing water retention to the timbers. Peter would like the Village Board to consider fixing the water issue on an emergency basis by installing a gutter system as it is on the other side of the Village Hall. He then would like the Village Board consider a subcommittee to discuss his idea for an addition to the back of the Village Hall to improve space. Trustee Flaherty is concerned with the dollars for an addition. He would like to meet with Peter to discuss his proposal for an addition.

A motion made by trustee Flaherty to approve Andrew Scharouon's bid of \$26,300 and holding off on Alternate #1 at this time; seconded by trustee Weir. All voted "aye".

The School - Representatives for The School Clark Griffin and Chris Harnaham attended the special meeting to discuss an event planned at The School on June 5, 2022. Mr. Griffin noted Jack Shainman and Carlos Vega would like to have a party at The School supporting their artists. With previous events, they spoke with the mayor, state troopers and sheriff's office to discuss traffic. They are attending tonight's meeting to reaffirm they would like to follow the same procedures in the past. They believe they will have approximately 4,000 people judging from past events held pre-covid. The event will be from 2 PM to 6 PM. They will have a bathroom trailer. They believe a core of approximately 400 people will stay the entire time otherwise everyone will be in and out reviewing the exhibit. They are hiring buses to take people from New York City to 25 Chatham Street and back and to Hudson to the train station. They have also rented several Airbnb's for their guests and spoke with Chuck Rothermel concerning parking the buses in his parking lot on Rothermel Lane. The School will close off their parking lot after church for safety. They will be hiring two traffic wardens to assist in traffic control for the first time. They have also hired security. Mr. Griffin inquired about temporary signage. Mayor Abrams noted that temporary signage will be along Route 9 and they would have to contact DOT for their permission. Trustee Patterson suggested speaking to Wil-Roc Farm concerning truck traffic during the event. Trustee Browne liaison to the farm will go with Mr. Griffin to discuss truck traffic. Mr. Griffin will attend the May 11 Village board meeting with a more final plan for the traffic. Mr. Harnaham noted they will be having approximately 60 people at the school on Friday the fourth for the artist and their family. If there are any concerns please let them know. Economic development Renee Shurr suggested to Clark Griffin to contact Saint Paul's Church for additional parking on Sylvester Street.

Purchase of four-speed feedback signs - The village received a proposal for the purchase of four 15 inch solar powered speed signs in the amount of \$11,796. The funds would come from

the current fiscal year's budget using the remainder \$8,000 in snow removal and \$4,000 in off street parking. Two additional signs will be purchased in the village's 2022 -2023 fiscal year. The placement of the signs are being proposed on Hudson Street, Albany Avenue, Eichybush Road and Gaffney Lane. The signs are speed only no messaging. Speed data will be collected and saved to the cloud. The data can be used to determine when speed is an issue and can be placed on the village website if the village chooses. The two signs that will be purchased in the upcoming budget will be placed on Route 9 - Chatham Street and Broad Street. Route 9 is a state road and the village will need to correspond with New York State DOT for placement. The village is in the process of researching the best way to mount the signs and to be able to move them from one side of the road to the other noting speed when entering or exiting the village.

Short term rentals regulations - Mayor Abrams received a few complaints from neighbors to short term rental properties; be it privacy issues, noise issues. The Village Board would like to consider adopting short term rental regulations. The property owners would register with the code enforcement officer if they were going to use their property for a short term rental. Trustee Patterson noted approximately 2 1/2 years ago the Planning Board was given the task to propose regulations on short term rentals. The Planning Board was inconclusive on creating regulations but was provided with a study conducted on municipalities the size of Lake Placid's municipality. Code Enforcement Officer Peter Bujanow will provide the study to the Mayor to distribute. As the Code Enforcement Officer Peter has safety concerns with short term rentals. Ingress and egress of a home, maximum amount of people in the home and the size of the septic tank to ensure it is large enough to accommodate the use of the home.

Return to pre-Covid outside seating - During Covid restaurants were allowed to have outside seating on their lawn, driveway etc. As things are getting back to somewhat normal a lot of municipalities are considering allowing businesses to keep their outside seating. The Village would like to reach out to the business owners and assist them in amending their original site plans to allow permanent outdoor seating. The village needs to create safe guidelines to determine outside seating and would like to make the process for the business owners as easy as possible. Mayor Abrams noted the planning board and the code enforcement officer can work together to determine criteria for safe outdoor seating. When the criteria is created the village can formally reach out to the business owners informing them of the changes and that they may amend their original site plan to include the outside seating.

Grants:

WIIA Grant denial and feedback-The village was not awarded the WIIA Grant. The WIIA Grants no longer include repaving roads and drainage. The grant will cover repaving the road where a waterline was replaced only. In applying for the WIIA Grant the village was in hopes of the grant covering the replacement of water lines, drainage and repaving of the road. Moving forward the village will only be able to apply to replace the waterline with the WIIA Grant next year. Mayor Abrams stated the village will need to consider prioritizing projects.

Sidewalk and water fountain Installations-Mayor Abrams also stated there will be no decisions made tonight but he feels that holding off purchasing a water fountain at that cost of \$5,000 to \$6,000 plus the installation and a sidewalk at Rothermel park from the cul-de-sac to the trail at an estimation of \$8,000-\$9,000 may need to wait. In the upcoming budget the Village has funds available to start plans for the overhaul of Rothermel park where the sidewalk could be considered. All other funds could be used towards the Albany Avenue and William Street projects which would include ADA compliance.

Mayor Abrams spoke with Mr. Rogers from the NYS Department of Health on how the village can make their grant more competitive. Mr. Rogers noted public health is number one criteria to

receiving grant funds. Replacing water lines does not score very high. Having very low water pressure and or sanitation issues are strong criteria to receive grant funds. Also having the county health department approval on a project will show that you were ready to move forward with your project and gives you a higher score. The village may need to consider saving for the next 10 years and repaving the road, addressing the drainage and sidewalks. Then saving for an additional 10 years to replace the waterlines. The village needs to consider how to pay for the project if the village is unable to receive grant funds.

National register amendment for the Village of Kinderhook historic district-

The village applied for a \$20,000 grant through the Historic Preservation Commission. The grant is to update the 1974 national registry of the historic district. The criteria now is much more detailed than it was a 1974. In 1974 the village was given the boundaries of the historic district and now it is required to have the detail of the buildings in the National Register to further apply for grant funds. Tim Husband and Liz Martin are working on submitting the grant. There is a \$7,000 match that in-kind services can be considered towards the match. With the in-kind services the financial obligation for the village will be approximately \$1,500 this year and an additional \$1,500 next year.

American Trail fund submission - Trustee Browne submitted a grant for \$2,000. This is the first year for a grant of this kind. They have \$50,000 to be given out. The village will be notified by May 15 if awarded the grant funds.

There is also a Highway safety grant - this grant is sponsored by New York State. You can apply to purchase hardware or for services. The village is looking at the services part. The village is considering to hire a sheriff on a part-time basis. The village needs to register with the state to apply prior to applying. Trustee Browne is willing to complete all required administrative work to register. If he is unable to complete for this round of grant funds he will be ready for the next round.

Personal Policy Handbook - The Village had a lot of standalone policies that needed to be brought into one document. Trustee Browne started this process approximately nine months ago and now has one handbook that will go into effect for the new year. The handbook was reviewed by the trustees and village attorney Robert Fitzsimmons who gave trustee Browne a few comments he incorporated into the handbook. The handbook covers employees, elected officials and volunteers. Trustee Browne had five copies of the handbook printed. The village employees will need to sign off that they received the handbook and everyone will need to sign off on the sexually harassment. Mayor Abrams noted he and Village Clerk Heeder reviewed the handbook and there are several changes needed due to the changes made at the village's Organizational meeting. It was determined the changes will be made and approved at a later village board meeting.

A motion made by trustee Flaherty to adopt the employee handbook knowing there will be revisions made at a later date; seconded by trustee Weir. All voted "aye".

Letters to employees and volunteers - At last month's meeting Mayor Abrams handed out two memos one on Guidance and Priorities and another on Team Communication Guidance. For the village Team on Communication Guidance and ground rules on how the village will communicate with one another moving forward. The Guidance and Priorities memo has three references: Code of the Village of Kinderhook, chapter 12, code of ethics; Village of Kinderhook Comprehensive Plan; Personnel Policy Handbook. He discussed the village's Vision, Challenges, Villages Priorities -Deliver Essential Services Exceptionally Well, Re-Codification of Village Code, Long-Term Financial Planning and

Complete Albany Avenue and Williams Street Project; Core Values- Act With Humility, Work to Build Trust; Pursue Excellence.

Mayor Abrams will attend all the board and committee meetings to hand out the memo and to speak upon the guidance and priorities of the village to everyone.

With the Team Communication Guidance he would like to encourage more conversation between village officials, staff and volunteers and to minimize emails. He has outlined three Primary Methods of Communications: Internal Communication Ground Rules; Appropriate Uses of Email.

Mayor Abrams has started a weekly code meeting with the village attorney and Code Enforcement officer. He has invited the Chair of the Planning Board, Zoning Board and Historic Preservation Commission to attend once a month. He has also started a weekly staff sync meeting with the Village Clerk -Treasurer, Deputy Clerk, Highway Superintendent and Economic Development Director. He will reach out Climate Smart Chair and Recreation Chair to attend once a month to the staff sync meeting.

Mayor Abrams is requesting all full time, part time and elected officials to have village official email addresses. He would like the chair to all the committees to have an official email or cc the secretary on all emails for the village to have copies of all official emails.

The Team Communication and Guidance also covers Notification of Events. The events overlap the village Emergency Management Plan.

Addition of “Mayor’s Desk” to the village website – this will be an opportunity to engage with the residents and to update the residents on what is going on.

Swearing-in Ceremony for the newly elected members of the Village Board – A small ceremony will be held on Saturday, April 30th at 2pm in the Village Bandstand where the village Clerk will swear in the newly elected Village Board members.

Climate Smart Committee - William Mancini requested if the grant funds were not able to be spent by the end of the fiscal year could the remainder of the funds, after the purchase of an electric lawn mower and water fountain, be placed in a sustainability reserve fund. To have the funds expended by the end of the fiscal year the village could purchase the bike racks now and determine the placement at a later date. Garbage/ recycle cans for the village square can also be purchased.

Artist request at the Playground/AHET-Trustee Browne had a request from artist Emilia Toelke to do a painting at the park that would face the Albany Hudson Electric Trail. He informed the artist the park is going under an evaluation of the entire park.

Appointments to the Planning Board- Mayor Abrams appointed David Pesano (April 2022- March 2024) and Andrew Pellettieri (April 2022- March 2023) to the Planning Board. A motion made by Trustee Flaherty approving the appointments; seconded by Trustee Patterson All voted “aye”.

Tents and Food Trucks required inspections-Code Enforcement Officer Peter Bujarnow stated in 2020 NYS code adopted inspection guidelines for food trucks and tents 20x20 or larger in a private residents or for any events. Trustee Weir requested simple guidelines that can be handed out to residents on what needs to be inspected. Peter can create an inspection list as he is working on an inspection list for food trucks she previously requested.

Executive Session

Trustee Flaherty made a motion to adjourn the special meeting and enter into executive session at 8:39 pm to discuss litigation; seconded by Trustee Patterson. All voted "aye".

No motions made.

A motion made by Trustee Weir to adjourn executive session at 9:04 pm; seconded by Trustee Weir. All voted "aye".

Respectfully submitted,

Nicole H. Heeder
Village Clerk