

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
MARCH 6, 2023**

9531

The Regular Meeting of the Board of Trustees of the Village of Warwick was held on Monday, March 6, 2023, at 7:30 p.m. in Village Hall, 77 Main Street, Warwick, NY. Present was: Mayor, Michael J. Newhard, Trustees: Barry Cheney, Carly Foster, William Lindberg and Thomas McKnight. Also, present was Village Clerk Raina Abramson. Others present: Town of Warwick Police Chief, John Rader, Mary Collura, Scot Brown, Cheryl Rogowski, Geoff Howard, and Linda Moser.

The Mayor called the meeting to order and led in the Pledge of Allegiance.
The Village Clerk held the roll call.

Acceptance of Minutes

A **MOTION** was made by Trustee Lindberg, seconded by Trustee Foster and carried for the Acceptance of Minutes: February 3, 2023, and February 21, 2023

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Authorization to Pay all Approved and Audited Claims

A **MOTION** was made by Trustee Lindberg, seconded by Trustee Cheney and carried for the Authorization to Pay all Approved and Audited Claims in the amount of \$232,141.24.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Correspondence

1. Orange County Department of Health – Reminder of Jurisdictional Oversight and Review.

Discussion

1. Warwick Valley Farmers Market and the proposed closure of Bank Street.

Trustee Foster explained that last year she and Trustee McKnight were asked to investigate the concerns around the closure of Bank Street associated with the Farmers Market. Trustee Foster explained that she assembled a report that was shared with the Board in July and as the issue is coming back again, she shared the report during the meeting with some updated information, identifying three issues: (1) safety around the parking lot in general, (2) the parking concerns and the closure of Bank Street and (3) long term location and needs of the Farmers Market.

Each issue was explained in detail, including possible solutions, and discussed by the Village Board and Chief Rader.

For safety reasons, the recommendation remains that Bank Street should be closed during the Farmers Market.

It was also decided that parking lot markings and signage will be discussed by Trustee Foster, Trustee McKnight, Chief Rader and DPW Supervisor, Mike Moser, for near-term solutions to achieve clarity around signage for the season. The recommendations would then be brought back to the Board before repainting occurs.

2. Orange County Compost Pilot Program.

Trustee Cheney explained that last year, Sustainable Warwick embarked on a pilot program to collect food scraps at the Farmers Market and transport those scraps by volunteers out to a farm located on Union Corners Road next to Town Park. The program grew over time and towards the end of the Farmers Market, the process became more difficult due to the volume of table waste. Some restaurants got involved and were bringing their kitchen waste as well. Trustee Cheney explained that since the program is expected to grow, they are asking the Village and the Town if the transport of waste can be done by Village or Town crews.

Trustee Cheney stated that with the Farmers Market opening in May, the desire is to allow the program to continue and allow it to grow with the support of the Village and the Town, even making the program accessible outside of the Farmers Market season. Trustee Cheney asked the Board to please discuss the program and what kind of support the Village might be able to provide. Trustee Cheney said that if the material remains overnight until Monday morning there will have to be secure containers.

The Village Board discussed the program, possible benefits to the Village and associated costs.

Geoff Howard from Sustainable Warwick explained how quickly the program grew and how the County is supportive and that there's opportunity for the Town to get involved.

Mayor Newhard stated that based on the response from the Board, the Village is committed to helping.

Privilege of the Floor

Please limit your comments to **three (3)** minutes. If reading a document, please submit a copy to the Clerk. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before speaking. These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

1. **Cheryl Rogowski:** Cheryl Rogowski thanked the Village Board for all the support they have given to the Farmers Market. She explained that based on the earlier conversation, the Market is not looking to hurt anyone in the area and is truly looking at things from a safety standpoint. Since she's taken over the management of the market, in the last 3 years it jumped from 17,000 to 50,000+ people. Cheryl said that thankfully her crew still has confidence in her and she's chairperson again. Cheryl also explained that she gave out incorrect information that 2023 was the Market's 30th anniversary, but after the library completed some research, it's actually 2024. Cheryl stated that knowing that they could hit 50,000 without a massive celebration like this, who knows what is down the road. They are hoping to involve the community and make it a celebration of what this community is. Cheryl said that many people come to her and thank the community at large for this awesome village, this awesome town, and truly supporting and recognizing what our agricultural community means to all of us and the composting is an example of that. The people were just so receptive to that, vendors, consumers, and the Market has been getting asked where they can go once the market closes to keep the program going. Cheryl thanked the Board again for all they do.
2. **Geoff Howard:** Geoff stated that the Farmers Market has grown wonderfully and is a wonderful Warwick tradition and amenity. He asked Cheryl Rogowski if you look forward a number of years, is the South Street parking lot going to get to be a constraint?

Cheryl replied that anything is possible. Geoff said the reason he asked is because in terms of Bank Street, maybe there's a better place. He asked if they could flip the Chase Parking lot and South Street parking lot.

Mayor Newhard stated that they have had that discussion and it has been a talking point. Mayor Newhard explained that the Market is what it is today due to the relationship it has with the downtown. Mayor Newhard stated that before the Market happened and brought its magic downtown, 80% of the stores were closed on Sundays, so it is a tourism catalyst as well as bringing food into food desert except for restaurants.

Cheryl added that people ask where's your favorite place to eat, they ask about where they can go and about apple picking or where to take picturesque photos on farms. She explained that the Farmers Market becomes the information center for the region on that day.

Geoff stated that it's one of the best things that has happened.

Motions

Meter Purchase - Core & Main

A **MOTION** was made by Trustee Cheney, seconded by Trustee McKnight and carried to approve a meter purchase from Core & Main in the amount \$37,543.88 for the Village of Warwick Water Department, per the recommendation of Water Distribution Supervisor, Christopher Bennett. Funds are appropriated in budget code F-8340-4500.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Discussion

Mayor Newhard said that Trustee Foster had a question about the bidding process for this large purchase and he explained that this was singular. Trustee Cheney said that his was predetermined by the previous Village Board, for the purposes of having a single system and being able to manage that system, the Village has to standardize on one particular manufacturer and as they improve their metering systems, the Village generally moves forward with those. Trustee Cheney stated that it's pretty much a sole source because the manufacturer franchises with sales companies, they are given regions, so the Village really only has one to go to.

Trustee Lindberg said that he'd love to see 'single source' on the form because he had the same question.

Purchase of Sixty (60) Storz Nozzles - Core & Main

A **MOTION** was made by Trustee Cheney, seconded by Trustee Foster and carried to approve the purchase of sixty (60) Storz Nozzles from Core & Main for the ongoing installation of fire hydrants in the amount \$12,729.00 for the Village of Warwick Water Department, per the

recommendation of Water Distribution Supervisor, Christopher Bennett. Funds are appropriated in budget code F-8340-4650.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Discussion

Trustee McKnight said that this gave him a chance to look up Storz Nozzles and asked why the Village needs sixty of them.

Trustee Cheney explained that the Village has been, over the years, in the process of adding about sixty per year to the approximately three hundred and fifty hydrants that the Village has. Trustee Cheney stated that this is basically a quick connect device that doesn't require someone to line up the hose and twist the host on, you just pop it and you're ready to turn the hydrant on, saving the fire department time. Trustee Cheney explained that Chris said that the Village is one or two years from having every hydrant with these adapters.

Trustee Lindberg explained that it is a called a quick connect which saves several minutes per hydrant.

Land Surveying Services, Veterans Memorial Park - WITHDRAWN

MOTION to accept the proposal for surveying services from Engineering and Surveying Properties dated February 15, 2023 for Land Surveying Services for Veterans Memorial Park and authorize the Mayor to sign the Agreement for a lump sum amount of \$17,300 plus a not to exceed amount of \$900 to cover reimbursable expenses to be invoiced at cost.

The vote on the foregoing **motion** was as follows: **WITHDRAWN**

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

Facility Use – South Street Parking Lot, Warwick Valley Farmers’ Market - AMENDED

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg to grant permission to the Warwick Valley Chamber of Commerce to hold the Warwick Valley Farmers’ Market in the South Street parking lot on Sundays from May 14, 2023 through November 19, 2023, except for Applefest Sunday. The parking lot will be used from 6:00 a.m. – 3:00 p.m., with the event open to the public from 9:00 a.m. – 2:00 p.m. Permission includes the setup of tables and chairs on Bank Street while it is closed for farmers’ market customer use. The Farmers’ Market is responsible to pay half the total cost of porta potties and the calculated daily rate for electricity usage on Sundays. Completed facility use permit, proper insurance, and security deposit have been received.

The vote on the foregoing **motion** was as follows: **AMENDED**

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

Discussion

Trustee Cheney inquired about the set up of tables and chairs on Bank Street while it’s closed for customer use. Trustee Cheney said that on the application form there was some confusion about alcohol. He said that wineries and distilleries are there, and they sell alcohol but in sealed containers but then it’s noted that alcohol is sold for consumption onsite but isn’t sure if that’s correct and it should be offsite. Trustee Cheney said that relative to having tables and chairs there, it’s a potential safety issue and it’s somewhat of a disservice to create an outdoor café atmosphere and believes that’s not the purpose. Trustee Cheney stated that there aren’t that many vendors selling food that the people would be able to consume there so he stated that he was not in favor of having tables and chairs on Bank Street. He also said that with the sale of alcohol in sealed containers, it provides an opportunity to sit down somewhere, where containers may get unsealed and pose an issue of the open container ordinance being violated and how will that be enforced and is that in the overall best interest either having the police or Farmers Market there to try to enforce that regulation.

Mayor Newhard had concern about the barriers that are not fowl proof where somebody who is in town decides to make a left to go down Bank Street and having people set up there might be sitting ducks.

Trustee Cheney said that people sitting are not going to be aware of that or in a position to move quickly.

Mayor Newhard added that it's more breakdown at the end of the day when the Village really wants to open the street as quickly as possible.

Trustee Foster stated that the Board should consider having something, maybe just one or two tables set back because there is a pizza vendor and usually a lot of children and people who bring their dogs so it would be nice to have somewhere to sit but understands the argument and concern about alcohol.

Cheryl Rogowski stated that they only set up one table with six chairs around it and there's usually not many people who take advantage of that unless someone is tired of waiting for someone who is shopping in the Market. She stated that the setup is under a tree. Cheryl also added that they are governed by NYS Agriculture and Markets who only allow the wineries and distilleries to only make sales in closed containers, not for onsite consumption.

Discussion ensued with the Village Board and Cheryl Rogowski of the Farmers Market.

The outcome was to allow one table and six chairs in the grassy area along the south side of Bank Street while it is closed.

Facility Use – South Street Parking Lot, Warwick Valley Farmers' Market

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg to grant permission to the Warwick Valley Chamber of Commerce to hold the Warwick Valley Farmers' Market in the South Street parking lot on Sundays from May 14, 2023, through November 19, 2023, except for Applefest Sunday. The parking lot will be used from 6:00 a.m. – 3:00 p.m., with the event open to the public from 9:00 a.m. – 2:00 p.m. Permission includes the setup a maximum of (1) one table and (6) six chairs in the grassy area along the south side of Bank Street while it is closed for farmers' market customer use. The Farmers' Market is responsible to pay half the total cost of porta potties and the calculated daily rate for electricity usage on Sundays. Completed facility use permit, proper insurance, and security deposit have been received.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Road Closure – Bank Street

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg and carried to close Bank Street for the benefit of the Warwick Valley Farmers’ Market on Sundays from May 14, 2023, through November 19, 2023, from 7:00 a.m. to 2:30 p.m.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Warwick Valley Rotary Club – Celebrating Our Heroes Banner Project - WITHDRAWN

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg, to grant permission to the Warwick Valley Rotary Club to hang a total of (121) one hundred twenty-one ‘Celebrating Our Heroes’ utility pole banners within the Village of Warwick to honor local heroes from May 22, 2023, through August 21, 2023, and authorize the Mayor to sign the Orange and Rockland Utilities, Inc. Temporary Attachment Permit Agreement. Village of Warwick DPW to install a maximum of (88) eighty-eight banners along Oakland Avenue, Main Street, and Maple Avenue using existing banner brackets and install a maximum of (33) thirty-three banners along Forester Avenue, including bracket installation. Approval is pending written proof of permission from Orange and Rockland Utilities. Proper insurance has been received.

The vote on the foregoing **motion** was as follows: **WITHDRAWN**

Trustee Cheney ___ Trustee Foster ___ Trustee Lindberg ___

Trustee McKnight ___ Mayor Newhard ___

Discussion

Trustee Cheney inquired if the Temporary Attachment Permit Agreement has been reviewed by the Village attorney. Mayor Newhard replied that it was not. Trustee Cheney believes it should be and questioned what temporary means and if signing the document is going to require the Village to remove the brackets since that has not been the case to date, but it’s a concern since it would be time consuming for the Village DPW. Trustee Cheney also inquired about the size of the banners that will be added to Forester.

Mayor Newhard stated that the size has been an issue of concern because the Village has historically had twenty banner poles along Main Street in the center of the Village and

they are larger than the banners that the Rotary has commissioned, meaning that the brackets have to be moved anytime these banners are to be put up.

Trustee Cheney inquired if the banners on Main Street were used last year or just Maple Avenue. Mayor Newhard confirmed that they were all used and the DPW had to go out and physically shift the brackets and then put them back since there are multiple uses. He stated that whenever a request is made, the Village provides specific measurements and believes that is what the Village asked for but was not what came so there are dual sizes going on.

Trustee Cheney said that he didn't like the idea of using the DPW resources to move brackets every year and feels the Village needs to work with the Rotary to try get them to standardize the size relative to the size the Village requires, then have the Village do it's best to accommodate the banners that they already provided. Trustee Cheney said that the feedback he was provided with was that the banners were too small to begin with, making it difficult to read the names and see the pictures as you're driving by on Maple Avenue. He felt that everyone would benefit from the standardization of the size of the banners.

Trustee Lindberg said that the banners on Forester should start with the correct size bracket. Mayor Newhard added that the twenty on Main Street should start with that as well.

Discussion ensued with the Village Board.

The decision was to withdraw the motion to speak further with the Rotary.

WITHDRAW MOTION - Warwick Valley Rotary Club – Celebrating Our Heroes Banner Project

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg, and carried to withdraw the motion from the Warwick Valley Rotary Club to hang total of (121) one hundred twenty-one 'Celebrating Our Heroes' utility pole banners within the Village of Warwick to honor local heroes from May 22, 2023, through August 21, 2023, and authorize the Mayor to sign the Orange and Rockland Utilities, Inc. Temporary Attachment Permit Agreement. Village of Warwick DPW to install a maximum of (88) eighty-eight banners along Oakland Avenue, Main Street, and Maple Avenue using existing banner brackets and install a maximum of (33) thirty-three banners along Forester Avenue, including bracket installation. Approval is pending written proof of permission from Orange and Rockland Utilities. Proper insurance has been received.

The vote on the foregoing **motion** was as follows: **APPROVED to WITHDRAW MOTION**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Budget Modification

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg and carried to approve the budget modification request as per the Village Treasurer's memo dated March 1, 2023.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Employee Training – Village Treasurer, Sadie Becker

A **MOTION** was made by Trustee Foster, seconded by Trustee Cheney and carried to grant permission to Village Treasurer Sadie Becker, to register for (2) two online classes, Introduction to Governmental Accounting (Basic) and Accounting Principles and Procedures (Advanced), offered by the Office of the State Comptroller on September 27-28, 2023, and October 18-19, 2023 at a cost of \$85.00 per class. This training is a budgeted item supported from account A1325.4750.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Employee Training – Deputy Village Treasurer, Denise Bulnes

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg and carried to grant permission to Deputy Treasurer, Denise Bulnes, to register for (1) one online class, Accounting Principles and Procedures (Advanced), offered by the Office of the State Comptroller on April 19-20, 2023, at a cost of \$85.00 per class. This training is a budgeted item supported from account A1325.4750.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Seasonal Recreation Staff – Taylor Hall

A **MOTION** was made by Trustee Foster, seconded by Trustee Lindberg and carried to hire Taylor Hall as part of the FY 2022-23 special event staff at a rate of \$15.00 per hour for the Easter Egg Hunt per the recommendation of Village of Warwick Recreation Director, Ron Introini.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Village Election – Alternate Election Inspector

A **MOTION** was made by Trustee Lindberg, seconded by Trustee Cheney and carried to appoint Deborah Sattler as an Alternate Election Inspector for the upcoming Village Election on Tuesday, March 21, 2023, at a rate of \$13.00 per hour.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Pitney Bowes Lease Agreement

A **MOTION** was made by Trustee Lindberg, seconded by Trustee Foster and carried to renew the Sourcewell State & Local FMV Lease agreement with Pitney Bowes for postage meter equipment for a sixty-month period billed quarterly at \$218.70 and authorize the mayor to sign the same.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Appointment of Zoning Board of Appeals Counsel – Jay Myrow

A **MOTION** was made by Trustee McKnight, seconded by Trustee Lindberg and carried to appoint counsel Jay Myrow from Blustein, Shapiro, Frank & Barone, LLP as Attorney to the Village of Warwick Zoning Board of Appeals for the period of March 1, 2023 – April 3, 2023.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Return of Planning Board Escrow – Johann Graf, 60 West Street

A **MOTION** was made by Trustee McKnight, seconded by Trustee Lindberg and carried to return the Planning Board escrow balance of \$2,114 to Johann Graf for the accessory apartment application for 60 West Street that has been withdrawn. All invoices have been paid as per the email from Village Engineer, Dave Getz and Planning Board Attorney, Robert Dickover.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

**RESOLUTION AUTHORIZING SUBSTITUTION
OF COUNSEL IN LITIGATION**

WHEREAS, there is currently pending a lawsuit against the Village of Warwick Zoning Board of Appeals ("ZBA") in New York State Supreme Court, Orange County, under the caption of:

In the Matter of the Application of Stephen M Gross v. Zoning Board of Appeals of the Village of Warwick, et al., (Index No. EF002417-2022); and

WHEREAS, the attorney representing the ZBA in the said litigation is Robert Fink, Esq.; and

WHEREAS, Mr. Fink has asked to withdraw from representing the Village in the said litigation for health reasons;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board of the Village of Warwick hereby authorizes the Village's Attorneys, Drake Loeb PLLC., to be substituted as counsel for the ZBA in the said litigation at the standard hourly rate under their retainer agreement with the Village; and
2. That the Mayor is authorized to execute the change of counsel form and any documents necessary to effect the change of counsel.

Trustee McKnight presented the foregoing resolution which was seconded by Trustee Lindberg,

The vote on the foregoing resolution was as follows: **APPROVED**

Barry Cheney, Trustee, voting Aye

Carly Foster, Trustee, voting Aye

Thomas McKnight, Trustee, voting Aye

William Lindberg, Trustee, voting Aye

Michael Newhard, Mayor, voting Aye

Advertise - Part-time DPW Seasonal Laborer - Brush Pile Attendant

A **MOTION** was made by Trustee Cheney, seconded by Trustee McKnight and carried to advertise for (1) part-time DPW seasonal laborer to work the brush pile at a rate of \$16.50 per hour.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Land Surveying Services, Veterans Memorial Park - John Nelting Land Surveyor

A **MOTION** was made by Trustee Cheney, seconded by Trustee Lindberg and carried to accept the proposal for surveying services from John Nelting Land Surveyor for land surveying services for Veterans Memorial Park for a lump sum amount of \$14,500 and authorize the Mayor to sign such documents as are necessary.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Discussion

Trustee McKnight asked the purpose of this motion. Mayor Newhard explained that this is to create a complete survey for Veterans Memorial Park. Trustee McKnight said that he saw the document and read through it but inquired if that is part of the Master Park Plan. Mayor Newhard said yes, and that it is vital for the Village's landscape architect to create a complete plan. Trustee McKnight asked if the Village has an existing survey. Mayor Newhard stated that the Village has pieces. Trustee Foster added that it doesn't cover the north portion and the existing topographic information is inadequate. Trustee Foster stated that the architect can proceed with the basics of the master plan, but this would have to be done for the Village to have a high-quality definitive master plan and it would also be required for any implementation so there's an argument to push it forward now and the Village has to get it done before there are a lot of leaves on the trees.

Trustee Cheney asked if there was going to be wetlands delineation that will also be picked up now. Mayor Newhard replied, yes. Trustee Cheney asked who will be doing the delineation. Mayor Newhard stated that he believed it would be Mr. Nelting. Trustee Cheney stated that he doesn't know that he is qualified but that maybe Karen is. Mayor Newhard said that maybe she will be working with a representative from the DEC.

The Board agreed to confirm that a wetlands delineation would be performed.

Trustee McKnight inquired if after the wetlands are delineated, will that information get sent to the Army Corps of Engineers to update the national records. Trustee Cheney stated that he doesn't believe there are national records or that those are less specific than what this project will provide. Trustee McKnight said that since there tends to be

questions around the Village about wetlands and interference with wetlands, so whatever is the most accurate and an official record that can be pointed back to. Trustee McKnight stated that he assumed the Army Corp would have to be involved but if they don't, can the Village feed it back to them. Trustee Cheney said that the Village can feed it back to them, but they may not do anything with it. Trustee Cheney explained that you would use Federal and State maps to go by and then refine it accurately for the property in question.

Trustee McKnight asked if this would have elements of a natural resource inventory for this location. Trustee Foster said that the master plan itself will because what they have right now is a delineation of the wetlands, identified key trees, and other items and the basics of that will be in the master plan. Trustee Foster explained that the Village received two quotes for the survey, and this was less expensive and at a higher level of detail in terms of a one-foot contour instead of a two-foot contour.

Final Comments from the Board

Trustee McKnight stated that the Village did receive certification for the Climate Smart Communities, so it is official.

Trustee Foster stated that the Village submitted the RAISE grant application. Mayor Newhard said that it was an incredible amount of work and teamwork and thanked those involved. Trustee McKnight stated that he wanted to recognize that Trustee Foster did the super majority of this as the grand architect and thanked her for the number of hours she put it and how much thought and planning and organization went into this, which is something that can be reused in the future.

Trustee Foster said that during a future meeting, she would love to walk through some of the things the Village can be moving forward with.

Trustee McKnight stated that Village Clerk, Raina Abramson, applied for a records management grant. Raina explained that the Village applied for an inventory and planning grant for the Clerk and Treasurers Office as a pilot program. If the Village receives the grant, a records management consultant and her team will inventory the 480 cubic feet of records that the Clerk's Office holds at the offsite vault and at Village Hall, including the Treasurer's records. The consultant will create an inactive records database, create a policies and procedures manual and a records management plan that will explain how the Village will eventually reach its goal to digitize all records using an electronic content management system.

Raina stated that she's hoping to hire Gallego Consulting to write a grant for a much larger records management project for the DPW, water department and building and planning department records with the same goal to move to electronic content management.

Raina added that the benefit of writing the grant was the amount of knowledge obtained through the many publications and webinars required as part of the application and the relationship formed with the Village's NYS Archives Records Advisory Officer. Raina stated that even if the Village isn't awarded the grant, she has a much greater understanding of her role as a Records Management Officer.

Mayor Newhard thanked Raina and Trustee Foster adding that to watch these two women like bookends in action over the past month has been pretty incredible and the contribution to the Village has been incredible.

Adjournment

A **MOTION** was made by Trustee Cheney, seconded by Trustee Lindberg, and carried to adjourn the regular meeting at approximately 9:10 p.m.

The vote on the foregoing **motion** was as follows: **APPROVED**

Trustee Cheney Aye Trustee Foster Aye Trustee Lindberg Aye

Trustee McKnight Aye Mayor Newhard Aye

Raina M. Abramson, Village Clerk