

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
5 November 2014  
REGULAR MEETING

Minutes

The Board of Trustees of the Village of Brewster held a Regular Meeting 5 November 2014 at 7:30 PM at Village Hall, 50 Main Street, Brewster, NY 10509.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees; Mary Bryde, Tom Boissonnault, Terri Stockburger  
Village Engineer: John Folchetti  
Village Counsel: Anthony Molé  
Clerk & Treasurer: Peter Hansen

Absent:

Pledge to flag.

Notation of Exits

**Regular Meeting**

Mayor Schoenig motions to open the regular meeting, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.

1. Engineer's Report – John Folchetti delivers the Engineer's Report for October including the transition of Sewer Plant operating contractors from Severn Trent to VRI effective November 1, 2014. Deputy Mayor Piccini motions to accept the Engineer's Report, Trustee Stockburger 2<sup>nd</sup> all in favor 5 to 0.
  - 1.1. O&M Operator transition – three page report from VRI noting a number of deficiencies. A remediation plan will be forthcoming and regular status meetings will be held between the engineer, village, and contractor.
2. Local Law discussion
  - 2.1. Zoning for Annexation – Counsel Molé advised that the OP district still needs data for setbacks of buildings, building height restriction and FAR. The Board deferred discussion until November 19<sup>th</sup> and asked Counsel to invite B.O.S. Properties to the November 19<sup>th</sup> meeting for a more detailed discussion.
  - 2.2. Pedestrians & Bicycles - Safety – Trustee Boissonnault researched the economic impact from Bike Trails and found they are profoundly beneficial to the local economy and help to revitalize the community. Trustee Boissonnault provided a PowerPoint presentation showing a conceptual plan for bike lanes on Village streets from the North Main Street access of the Bike Trail to Wells Park encompassing the downtown business district. With proper signage and promotion there could be a positive impact on the Village economics and appearance, improving property values throughout the Village and offering outdoor recreation to residents and visitors. Trustee Boissonnault says that Wells Park should be an integral part of this planned economic development. The preliminary conceptual plan holds promise and further discussion is warranted with NYS DOT along with grant applications, integration with Putnam County Tourism and incorporation into the Comprehensive Plan revision currently underway. Trustee Bryde asks for careful review prior to enacting any local laws limiting bicycles without looking at the global picture. Mayor Schoenig revisited the original initiative to prohibit bicycles on sidewalks and suggests that Main Street and North Main Street should be the primary sidewalks for any legislation. Trustee Stockburger says Hoyt & Oak should also be included. Mayor Schoenig asks the Trustees to put together a list of the streets where this “no bicycles on sidewalks” law should be enacted by the next meeting on 11/19/14.
  - 2.3. Planning Board & Zoning Board – Planning and Zoning Chair appointments and procedures need to be brought in compliance with State law. Current Village Code needs revision.
    - 2.3.1. Mayor Schoenig motions to set a public hearing for Local Law 3 to amend Chapter 263 sections 31, 32, and 40, at 7:30PM on November 19, 2014, Village Hall, 50 Main Street, Brewster NY 10509, and Trustee Boissonnault 2<sup>nd</sup> all in favor 5 to 0. Copies of the proposed Local Law amendments are online at [www.brewstervillage-ny.gov](http://www.brewstervillage-ny.gov) and available in the Village office for review.
  - 2.4. Fence standards. Mayor Schoenig motions to set a public hearing for Local Law 4 – “fence standards” for 7:31PM or as soon thereafter as time permits on November 19, 2014, Village Hall, 50 Main Street,

Brewster NY 10509, Trustee Boissonnault 2<sup>nd</sup> all in favor 5 to 0. Text of the proposed local law will be online and available at least 5 days prior to the public hearing.

3. Wells Park update – Trustee Boissonnault would like to set a date for brainstorming to include parent groups and other interested parties. The park will be made available for the general public to view and those dates will be announced in advance. A follow-up meeting at 50 Main Street Village Hall will be scheduled, time to be determined and publicized as soon as known.
4. Budget report Year to Date FY 2015 – Clerk Hansen explains the year to date budget performance and notes that everything is on track.

5. Minutes for approval;

- 5.1. October 1, 2014 Regular Meeting – Trustee Bryde motions to approve the October 1, 2014 minutes, Trustee Boissonnault 2<sup>nd</sup> all in favor 4 to 0. Deputy Mayor Piccini was absent.
- 5.2. October 15, 2014 Public Hearing & Regular Meeting – Deputy Mayor Piccini motions to approve the October 15, 2014 minutes, Mayor Schoenig 2<sup>nd</sup> all in favor 3 to 0. Trustees Bryde & Stockburger were absent.
- 5.3. October 22, 2014 Special Meeting – Trustee Bryde motions to approve the October 22, 2014 minutes, Trustee Boissonnault 2<sup>nd</sup> all in favor 4 to 0. Trustee Stockburger was absent.

6. Vouchers Payable – Trustee Bryde reviewed the vouchers and found everything in order.

6.1.	A - GENERAL FUND	\$22,479.51
6.2.	C - REFUSE & GARBAGE	18,086.25
6.3.	F - WATER FUND	101,455.44
6.4.	G - SEWER FUND	54,621.48
6.5.	T - TRUST & AGENCY	2,061.15

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Total Vouchers Payable \$198,703.83

Mayor Schoenig motions to approve Vouchers Payable as written, Trustee Stockburger 2<sup>nd</sup> all in favor 5 to 0.

7. Other Business

- 7.1. Trustee Stockburger would like to purchase holiday solar lights and asks if \$400 is available in the budget. Treasurer Hansen says there is money available for the purchase. Trustee Bryde asks where the lights would be placed. Trustee Stockburger suggests it be open for discussion and invites the Board to participate in the decision.
- 7.2. Trustee Bryde – Notes the construction on Main Street is moving along nicely and looks like it will result in a considerable improvement to the appearance of Main Street in that area.

8. New Business

- 1.1. Deputy Mayor Piccini notes the Comprehensive Plan Committee's next meeting is on November 12<sup>th</sup>.
- 1.2. Trustee Bryde notes there is a new Library director and asks that she be added to the Team Brewster list.
- 1.3. Mayor Schoenig notes the snow ordinance will be in effect beginning December 15<sup>th</sup> and notices should be placed on parking meters alerting them to this annual requirement. Mayor Schoenig notes there have been complaints of parking above the metered parking on Hoyt St in excess of the 3 hour limit. Enforcement will be stepped up in this area.

10. Public Comment

- 10.1. Erin Meagher notes that a tractor trailer was using Oak Street as Main Street is closed in both directions.
- 10.2. Rick Stockburger suggests again that Oak Street should be one-way.
- 10.3. Rick Stockburger would like parking on N. Main Street to be head-in and we should be working on DEP to remove the boulders and allow the change.

11. Mayor Schoenig motions to enter into Executive Session to discuss litigation, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0. Mayor Schoenig motions to resume the regular meeting and adjourn, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.

1. <u>GENERAL INFORMATION</u>		
Report No:	11 of 2014	Date: 11/5/2014
Contract No:		
Facility Name: <b>VOB / Wastewater Treatment Plant and Collection System</b>		
2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineers Contract and Scope of Work including:		
a. Activities completed this month (attach additional pages as needed)		
<ul style="list-style-type: none"> <li>• The average daily flows at the plant in September were approximately 120,000.</li> </ul>		
b. Status of activities in progress this month (attach additional pages as needed):		
<ul style="list-style-type: none"> <li>• Transition Operations and Maintenance to VRI.</li> </ul>		
<ul style="list-style-type: none"> <li>• Evaluate Plant condition.</li> </ul>		
<ul style="list-style-type: none"> <li>• Evaluate status of STES payables.</li> </ul>		
<ul style="list-style-type: none"> <li>• Gravity thickener motor mount bolts continually shear off. It needs to have a new mount fabricated.</li> </ul>		
<ul style="list-style-type: none"> <li>• Additional items per VRI memo.</li> </ul>		
c. Activities scheduled (attach additional pages as needed):		
<ul style="list-style-type: none"> <li>• Assess Plant condition.</li> </ul>		
<ul style="list-style-type: none"> <li>• Replace CMF modules.</li> </ul>		



Environmental Service Inc.

November 5, 2014

J.E. FOLCHETTI, P.E.  
WASTEWATER SUPERINTENDANT  
J. Robert Folchetti & Associates  
31 Sodom Road  
Brewster, NY 10509

***RE: Village of Brewster WWTP Status***

Dear Mr. Folchetti,

VRI started operations on November 1, 2014. Below is a list of the items we would like to inform the Village of that will need to be addressed.

**Main Treatment Plant:**

- The main SCADA office had the door handle removed. We cannot lock the room.
- One of the doors to the main electrical room has had the door handle removed.
- The influent flow meter has been removed. There is no longer the capability of using the original EQ design without this equipment.
- Lighting in the head works and carbon room need to be checked.
- The lower packing on the grit classifier is leaking badly.
- The head works building gas monitor is faulty.
- RBC #2 was running when we started, but had to be taken out of service because there is broken media visible during its rotation. VRI has a meeting with a parts supplier on 11/01/14. We will then prepare a cost for repair.
- Ground under RBC #2 drive is oil soaked from leaking seal.

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VRI Environmental Services, Inc.  
1847 Rt 55  
LaGrangeville, NY 12540

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- Excessive corrosion on piping in the CMF building and in the chemical room.
- Hot water heater over the chemical room has wiring visible.
- Effluent flow meter needs to be calibrated.
- The rapid mixer on the gravity thickener is no longer able to be bolted to the base and is laying on the top.
- Mudwell flow meter needs to be replaced, not operating.
- Mudwell pump #1 is tripping out on an overload alarm. Needs to be removed and inspected.
- CMF modules are at the plant, but are not installed.
- One of the plant water pumps is not operational.
- SCADA printer is not working.
- The CIP ORP and pH probes are not operational. Probes should probably be put in a different location.
- Evoqua gave prices for solenoids and a spare valve actuator. It was said that the #1 CMF has sticking valves at times and the solenoids should be replaced.
- Generator block heater is now non operational. The pump was replaced, but shorted out the element. The element is obsolete, so the entire heater panel and assembly need's to be replaced.
- #1 EQ pump and check valve are being repaired by VRI at this time.
- A 2ft sludge mat is covering the top of the Gravity sludge tank, this will have to be removed.
- Main odor control pipe was broken, VRI repaired on 11/03/14.
- All idler gears for the primary and secondary clarifiers are seized up. VRI repaired on 11/03/14 and 11/04/14
- Fence line has trees and brush against the outside, we started to cut and clear the property.

**Route 22 Pump Station:**

- Both pumps are in auto.
- #1 pump has the thermal/seal failure sensor wire cut off. It looks like at one point the pump chewed it up. This will need to be repaired. The seal failure may be jumped out at this time to keep the pump running.

**Marvin Ave Pump Station:**

- The davit arm cable is broken. Should be replaced with stainless steel cable and hook.

- The #2 pump is still out for service with Empire State Electric. No status on when it will be returned.

**Park Ave Pump Station:**

- Both pumps are running in auto.
- Electrical cabinet door is not lockable.

**North Main Street Pump Station:**

- Both pumps are running in auto.
- Float #2 is sticking at times. Had to be moved around to work properly.

**Putnum Ave Pump Station:**

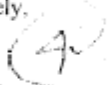
- Generator fuel level sensor still having issues at times.

**Carmel Ave Pump Station:**

- Both pumps are running in auto.

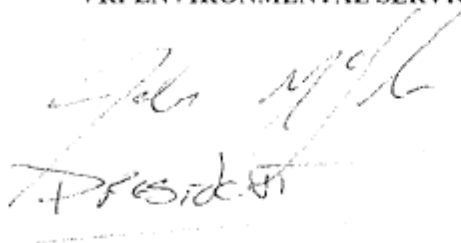
We have had our maintenance staff on site most of the week to address the major issues such as confined space entries to repair the EQ pump, removing the RBC covers for further inspection and removal of the seized clarifier idlers to lubricate and are now operating.

Sincerely,



**Dale Post  
Regional Manager**

**VRI ENVIRONMENTAL SERVICES, INC.**



President

VRI Environmental Services, Inc  
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LaGrangeville, NY 12540

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**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

1. <u>GENERAL INFORMATION</u>		
Report No: 11 of 2014	Date: 11/5/2014	Contract No:
Facility Name: <b>VOB / EPA Stormwater Phase II Regulations</b>		

2. <u>ENGINEERS STATUS OF PROJECT</u> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including :	
<b>a. Activities completed this month (attach additional pages as needed):</b>	
<ul style="list-style-type: none"> <li>• Maintained monthly stormwater maintenance/good housekeeping reports quantifying the number of pounds of litter and the amount of sand cleaned up throughout the Village</li> </ul>	
<b>b. Status of activities in progress this month (attach additional pages as needed):</b>	
<ul style="list-style-type: none"> <li>• Develop new Educational Outreach Materials for Village</li> </ul>	
<b>c. Activities scheduled (attach additional pages as needed):</b>	
<ul style="list-style-type: none"> <li>• Awaiting any comments from NYSDEC on the Annual Report</li> <li>• The current permit expires in April 2015. Monitoring NYSDEC for new permit or modifications to existing permit.</li> </ul>	