

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
6 JANUARY 2016  
7:30PM  
REGULAR MEETING  
MINUTES

The Board of Trustees of the Village of Brewster held a Regular Meeting on January 6, 2016 at 7:30 P.M. at Village Hall, 50 Main Street, Brewster, NY 10509.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees; Mary Bryde, Tom Boissonnault, Erin Meagher  
Village Engineer: Todd Atkinson  
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, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.

1. 544 N. Main Street Laundromat special agreement pursuant to Village Code Section 193-121 relieving certain requirements in Village Code Section 193-109. Todd Atkinson, Village Engineer, discusses the water/sewer evaluation of the proposed laundromat at 544 N. Main St. and its impact on the sewer system. Village Engineer recommends approval of the special agreement based on his review as even though the total discharge will exceed 1,000 gallons the discharge will be incremental and not a one time. Additionally, we expect that there will be a drop off in the existing laundromat when this new one goes into operation further limiting any impact on our Wastewater Treatment Plant or Collection System. Deputy Mayor Piccini asks what would happen if the estimated flow is exceeded. Engineer Atkinson said the flow would be monitored quarterly, if the estimated amount is exceeded then a new application for a special agreement would need to be made. Trustee Meagher asks if the analysis factored in the water evaporated during the drying cycle. Mr. Atkinson said no the analysis is straight linear – what goes in, comes out. Deputy Mayor Piccini asks where the numeric limits came from in our code and do the numbers or restrictions need to be amended based on our actual experiences. Mr. Atkinson says the code is based on the model NYS sewer ordinance but our particular application of the code took into account the scope of treatment and certain things were scaled back including these flow numbers because of the potential impact on our SPDES permit discharge limitation. Deputy Mayor Piccini asks if we should be looking to adjust the numbers and flows as we foresee potential development on the horizon. Mr. Atkinson says we should likely review these numbers based on our experience and potential for development. Trustee Meagher asks if the current laundromat is the largest water user. Clerk Hansen says sometimes; it fluctuates among the large apartment buildings and the laundromat.
  - 1.1. Deputy Mayor Piccini motions to approve the special agreement based on the letter from J.R. Folchetti & Associates on this subject (attached to these minutes), Trustee Meagher 2<sup>nd</sup> all in favor 5 to 0.
2. Budget report Year to Date FY 2016
  - 2.1. Revenues and expenditures are on or about plan. Some monies will need to be set aside to accommodate the Wells Park Security additions if we go ahead with that and the Tri-State Stairs. I would rather not spend the money on the tristate stairs this year and maximize any fund balance contribution. Our new target for fund balance at the end of the fiscal year is >\$500,000 in the general fund. We ended last year with about \$400,000. Mayor Schoenig received a phone call from Senator Murphy's office informing us there is an award of \$100,000 to be used for projects. Applications will need to be submitted for allocation.
3. Hazardous Mitigation Plan Resolution of Adoption
  - 3.1. Deputy Mayor Piccini introduces and motions to approve the Village of Brewster's portion of the Putnam County Hazardous Mitigation Plan per resolution 010616-1 as written authorizing the Mayor to sign the agreement Trustee Meagher 2<sup>nd</sup> all in favor 5 to 0.

4. Urban Renewal Plan (URP) next steps – Deputy Mayor Piccini asks Counsel if the Trustees may attend the Planning Board Public Hearing. Counsel advises the Trustees should remain in an observer role. The Planning Board had 10 weeks to conclude their review and it should be returned to the Board of Trustees by January 15, 2016. The Village Board can then discuss setting the public hearing for the middle to end of February with possible adoption of the Urban Renewal Plan on March 2, 2016. Deputy Mayor Piccini says Counsel is working on the Land Acquisition and Development Agreement (LADA) and that should be addressed when the Urban Renewal Plan is adopted.
5. Fee Schedule – Deputy Mayor Piccini sent out the current Fee Schedule and a sample of the Town of Southeast fee schedule as reference material. Discussions are planned with Code Enforcement, Clerk, Board representatives, Chief Del Gardo and DPW Superintendent to provide input on current fees and those that might need to be added. There will be additions and or changes to capture our experience and better align with our future plans for revitalization.
6. Minutes for approval;

- 6.1. December 16, 2015 Regular Meeting – Trustee Bryde motions to approve the December 16<sup>th</sup> minutes, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.

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

7.1. A - GENERAL FUND	\$ 11,411.73
7.2. C – REFUSE & GARBAGE	257.19
7.3. EN - ENGINEERING FEES ESCROW	535.00
7.4. F - WATER FUND	6,876.95
7.5. G - SEWER FUND	58,180.45
7.6. T - TRUST & AGENCY	1,345.34

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Total Vouchers Payable \$ 78,606.66

Mayor Schoenig motions to approve vouchers payable as written, Trustee Bryde 2<sup>nd</sup>, discussion; Trustee Meagher asked why we advertised in the Journal News. Clerk Hansen said the public hearing for the planning board required 10 days' notice. No further discussion. All in favor 5 to 0.

8. Other Business

- 8.1. Deputy Mayor Piccini

- 8.1.1. Reminder about Team Brewster tomorrow.

- 8.1.2. Deputy Mayor Piccini says the next Mayor's Roundtable date is January 20, 2016. Counsel Molé has it on his schedule. Mayor Schoenig may be able to attend, if not Deputy Mayor Piccini will make every effort to attend.

- 8.1.3. Deputy Mayor Piccini, as Town of Southeast Liaison reports, the Town Council reviewed the proposed tax legislation; the measure failed 2 to 2. The measure could be reviewed again when all 5 members are in attendance. Counsel Molé says the County legal department is not vigorously involved at this point.

- 8.1.4. Deputy Mayor Piccini says overnight parking during winter hours was discussed with DPW and a concern was raised regarding expense of new signage. Counsel advises the code needs to be reviewed and if revised then a public hearing needs to take place. Discussion is to revise the end time to 6AM from 7AM on all streets except Main and N. Main which will remain at 2AM to 7AM.

- 8.1.5. Deputy Mayor Piccini notes the trash pickup problems appear to have been corrected. Trustee Bryde commends Mayor Schoenig for applying the pressure to correct this situation.

- 8.2. Trustee Meagher

- 8.2.1. Trustee Meagher spoke with a representative at Suburban Carting and he said he was not aware the school had closed.

- 8.2.2. Trustee Meagher says the Big Belly trash bins have advertising available with administration by the Village. Trustee Meagher says we can replace all 14 cans with Big Belly cans at a cost of \$4,000. The cans would continue to be emptied by Suburban Carting. Trustee Meagher says there are deals that might be made to reduce costs and will continue research on the subject.

- 8.3. Trustee Bryde

- 8.3.1. Trustee Bryde asks about the holiday flags and what happened to the bulk of flags that were purchased as there are only 5 or 6 flags left from the initial order of 20 or so. Trustee Bryde asks if we are going to add on to the current stock or replace with a new flag. Trustee Bryde says the current flags need to be removed.

- 8.3.2. Trustee Bryde asks about the Sunday classes put on by Westchester Community College in Village Hall and if there has been any additional feedback. Clerk Hansen says there is none and the class was not held on December 27<sup>th</sup> or January 3<sup>rd</sup>.

8.3.3. Trustee Bryde asks if a key holder list is available. Clerk Hansen says there is a back door card reader list and there is a security code list and it is safe to say there is a key for every code.

8.4. Trustee Boissonnault

8.4.1. Trustee Boissonnault is meeting with an event planner for Wells Park concerts or other event types with the goal of doing one or two events each month next summer.

8.5. Mayor Schoenig

8.5.1. Mayor Schoenig asks if the ethical disclosure forms have been returned. Clerk Hansen says there are still 2 forms outstanding.

8.5.2. Mayor Schoenig says he received a letter from the person contemplated for the county-wide police consolidation. It is unclear if this will move forward.

9. New Business

9.1. Deputy Mayor Piccini

9.1.1. Deputy Mayor Piccini says we are contemplating adding alternate members for Planning & Zoning Boards which would need to be codified. A question is asked about village residency requirements. Counsel Molé says the individual must have their primary residence in the Village of Brewster and report the amount of time spent there on a regular basis.

9.2. Trustee Bryde

9.2.1. Trustee Bryde asks about the Planning & Zoning secretary status. Clerk Hansen says the secretary will be at the meeting on January 12, 2016 but future meetings are in question. Clerk Hansen says there has been no further response as yet but is prepared to solicit for a new secretary if the current one demurs.

9.3. Trustee Meagher

9.3.1. Trustee Meagher says the County-owned abandoned house on Putnam Terrace has been listed for sale as of Monday.

9.4. Mayor Schoenig

9.4.1. Mayor Schoenig asks about DEP lab furniture reviewed by the school. Deputy Mayor Piccini says there is some interest by the school but not a great deal of interest because there is not a lot of spare space at the school.

9.4.2. Mayor Schoenig motions to authorize the billing recalculation letter to be sent to Venegas regarding 114 Main Street past billing adjustment due to a change in the actual number of dwelling units between what actually exists and what the billing program has recorded, Trustee Boissonnault 2<sup>nd</sup> all in favor 5 to 0. Clerk Hansen says the billing program has been corrected as of the January water bill.

9.4.3. Mayor Schoenig follows up on the lab space and Mr. Atkinson says there are potentially two interested parties in occupying the space.

10. Public Comment

10.1. Rick Stockburger asks about the professional fees relating to the 544 N. Main Street Laundromat. Clerk Hansen says there are escrow fees in hand for this project and escrow will be billed.

10.2. Rick Stockburger notes that Hoyt Street does not have a 2 hour free parking sign on Saturdays.

10.3. Rick Stockburger asks that the box behind One Main Street be striped to make sure the road is not blocked. It is still something that we should pursue.

10.4. Rick Stockburger said the lab space current zoning may need to be changed for different use if a tenant is brought in.

10.5. Margaret Bruen wishes everyone a happy new year and asked if there was an effort made by the village to recognize Jane Smith. Mayor Schoenig said each of us handled it individually.


10.6. Margaret Bruen asked about the picture of Denis Castelli she dropped off. Mayor Schoenig said he spoke with James Bruen and the Southeast Museum and it will be hung at 67 Main Street.

10.7. Janet Ward asks why the parking time would be changed on the side streets. Deputy Mayor Piccini says it would be a convenience. Ms. Ward says that extra hour would have a negative impact on her as the cars parked on the street in the early morning impede the private driveway access.

10.8. Mark Anderson asks for a bedbug exam for public conveyances like taxis which are licensed by the village. Mayor Schoenig suggests that the rental dwelling units could also be required to have a bedbug exam.

10.9. Richard Ruchala thinks that a bedbug inspection is a terrible idea and it is up to each landlord to determine the health and hygiene of a renter.

11. Mayor Schoenig motions to adjourn, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.

**MEMO TO:** Village of Brewster Village Board  
**FROM:** Todd W. Atkinson, P.E.   
**DATE:** January 5, 2016  
**SUBJECT:** Application for "Special Agreement" pursuant to Section 193-121 of the Village of Brewster Code for Proposed Laundromat located at 544 North Main Street

**I. DOCUMENTS REVIEWED:**

1. Water Discharge Analysis for a Laundromat at 544 North Main Street as submitted by Kevin O'Donnell.
2. Product data sheets for the proposed washing machines.
3. Application for Wastewater Discharge Permit for 544 North Main Street.

**II. ENGINEERING ANALYSIS:**

The Applicant, Kevin O'Donnell, is requesting a "Special Agreement" approval pursuant to the Village of Brewster Code, Section 193-121, for a proposed Laundromat at 544 North Main Street. The building consists of a proposed first floor laundromat and an existing two bedroom apartment on the second floor (per the Village Building Inspector).

At this time, the applicant is proposing to install the following 16 washing machines within the proposed laundromat:

Model	Quantity	Gallons used/wash	Total Gallons Used/ 1 Cycle
Dexter T-350	5	15.8	79.0
Dexter T-450	4	22.2	88.8
Dexter T-750	3	53.5	160.5
Dexter T-950	2	52.6	105.2
Whirlpool 8990	2	11.6	23.2
<b>Total Gallons Used/1 Cycle</b>			<b>456.7</b>

Application for Special Agreement, 544 North Main Street  
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Village Code Section 193-109 requires 50% flow equalization to be provided for any person causing the discharge of more than 1,000 gallons of sewage per day or greater than 0.5% of the average daily flow to the wastewater treatment plant, whichever is lesser. For the December 2015 monitoring period, the Village wastewater treatment plant had an average daily flow of just under 125,000 gallons per day. At 0.5% of the average daily flow, 625 gallons per day will be utilized as the deciding factor for the requirement of 50% flow equalization.

As part of the review for this application, JRFA reviewed the water usage for the laundromat at 100 Main Street, Brewster, NY which currently does not provide 50% flow equalization. The average daily use for the existing laundromat during the period of September 2010 to September 2015 was 3,412 gallons per day. To establish a baseline of cycles per day on average, JRFA performed a count of the washing machines in the existing laundromat:

<u>Model/Equivalent</u>	<u>Quantity</u>	<u>Gallons used/wash</u>	<u>Total Gallons Used/ 1 Cycle</u>
Huebsch 20/T-350	12	15.8	189.6
Huebsch 30/T-450	7	22.2	155.4
Huebsch 60/T-950	2	53.5	107.0
<b>Total Gallons Used/1 Cycle</b>			<b>452.0</b>

To determine a baseline cycles per day per washing machine, JRFA divided the 3,412 gallons per day by 452.0 gallons per cycle resulting in a total cycles of 7.5 cycles per day on average.

By applying this number to the proposed laundromat, the result is 7.5 cycles per day at 456.7 gallons per cycle for a total of 3,425 gallons per day. This number is in excess of the 625 gallons per day that requires the 50% flow equalization if exceeded.

The existing sewer service line to 544 North Main is a 4 inch PVC line of moderate slope. From the location on North Main, the sewage travels south on North Main Street for approximately 750 feet and enters the North Main Street Pump Station that is sized to start pumping sewage when the storage level reaches 425 gallons. With the additional 3,425 gallons of sewage a day being produced by the proposed laundromat, the North Street Pump station that is equipped with a 70 gpm duplex pumping system will cycle approximately 8 more times a day resulting in approximately 49 additional minutes of pump run time a day on average.

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**III. DOCUMENT REVIEW COMMENTS:**

The applicant has provided a request for Wastewater Discharge Permit for 3,303 gallons per day. JRFA analysis has determined 3,425 gallons per day additional flow would be required based on the current cycle analysis of the existing Laundromat in the village.

**IV. RECOMMENDATIONS:**

The Applicant has provided a complete application. After review of the applicants request and review of the provisions of a "Special Agreement" of Section 193-121 of the Village Code, JRFA feels that the wastewater: (1) will not pass-through or cause interference; (2) will not endanger the public municipal employees; (3) will not cause violation of the SPDES permit; (4) will not interfere with any purpose stated in Section 193-9; (5) will not prevent the equitable compensation to the Village for wastewater conveyance and treatment, sludge management and disposal. Based on these findings, JRFA recommends approval of 3,425 gallons per day of sewage and removal of the 50% flow equalization requirement for the proposed Laundromat at 544 North Main Street.

TWA/jac

cc: Peter B. Hansen, Clerk  
Anthony Mole, Esquire  
Joe Hernandez, Building Inspector/Code Enforcement Officer  
Daniel Crawford, Commissioner of Public Works  
File