

**Village of Chester  
Board of Trustees Meeting  
October 3, 2011**

The Board of Trustees of the Village of Chester held their monthly business meeting in the Village Hall meeting room on Monday, October 3, 2011. Members present: Mayor Philip Valastro, Deputy Mayor Philip Roggia, Trustee John J. Collins, Trustee Carole Duffy and Trustee Betty-Jo Bono. Also present: Village Attorney Ian Schlanger, Village Treasurer Angela O'Neill, Police Chief Peter Graziano, Village Water Treatment Operator Thomas Becker, and Village Code Enforcement Officer John Orr. Street Superintendent John T. Bell was not present. In audience: Juan Fontan, Joe Gleeson, Scott Johnson and Susan Cleaver of the Chronicle.

Mayor Philip Valastro opened the meeting at 7:00 PM with the Pledge of Allegiance.

**AUDIT OF BILLS:** Mayor Philip Valastro noted audit of monthly bills for approval was complete.

**APPROVAL OF MINUTES:** A motion to accept the Village monthly business minutes of September 12, 2011 was made by Trustee John J. Collins, second by Deputy Mayor Philip Roggia. Motion unanimously passed.

**TREASURER'S REPORT:** Treasurer Angela O'Neill read report as follows:

**CASH BALANCES ENDING September 30, 2011**

<u>Fund/Bank Account</u>	<u>Deposits</u>	<u>(Disbursements)</u>	<u>Interest</u>	<u>Ending Balance</u>
<b><u>General Fund</u></b>				
Provident Checking	656,324.31	600,379.57	15.65*	103,906.31
Provident Savings	587,057.24	35,928.74	1,544.19*	4,484,097.95
<b><u>Water Fund</u></b>				
Provident Checking	22,449.40	75,528	49.99*	137,836.72
Provident Capital MM	--	--	9.02*	69,111.01
Provident Capital Checking	--	--	1.82*	13,956.94
<b><u>Sewer Fund</u></b>				
Provident Checking	25,258.00	349,261.60	146.22*	424,542.83
<b><u>Capital Projects Fund</u></b>				
Orange County Trust MM Savings	20,082.97	--	82.97*	215,529.21

**Cumulative Fiscal Year Interest Earned by Fund 06/01/2011 – 05/31/2012**

General Fund	4,131.43
Water Fund	209.74
Sewer Fund	470.92

(\*) At the time Treasurer's Report was prepared (Friday, Sept 30, 2011) Bank Statements were unavailable for purposes of interest income reporting. Ending Balances, Deposits and Disbursements were obtained on line as of 9/29/2011. Please note that per state mandate Village property unpaid tax notices were mailed on 9/30/2011.

**REAL PROPERTY TAX COLLECTION**

**2011-2012 Tax Warrant**

Real property Taxes	3,045,916.00
Relevied Prior Year Sewer	<u>209,479.46</u>
<b>Total Warrant 2011-2012</b>	<b>3,255,395.46</b>

Taxes collected 6/1/2011 – 9/30/2011	3,116,155.19
Unpaid Taxes Remaining as of 9/30/2011	145,049.26
Total Penalties/Interest Collected as of 9/30/2011	5,808.99

Please note that per state mandate, Village property unpaid tax notices were mailed on 9/30/2011.

**Treasurer's Discussion:**

- (1) TAX COLLECTION: Unpaid Tax Notices have been mailed. An "Unpaid Taxes Report" will be submitted to Department of Finance by 10/17/11.
- (2) SEWER COLLECTION: Sewer collection continues.
- (3) EXPENSE CONTROL REPORT: Year to Date Expense Control Report for all funds attached for your review. If you have any specific questions related to this document, please feel free to discuss them with me.
- (4) REVENUE CONTROL REPORT: Year to Date Income Control Report for all funds attached for your review. If you have any specific questions related to this document, please feel free to discuss with me.
- (5) FINANCIAL REPORTING: The Village's accounting firm has filed the Village's Annual Report. I will have a hard copy in my office.
- (6) TREASURER'S CONTINUING EDUCATION: I attended the Annual NYCOM Conference that took place from 9/19-9/22. I attended sessions related to enacted and pending legislature affecting local government finance and operations, managing and investing public funds, NYS Property Tax Cap, Municipal Audits, Water & Sewer FAQ's, Preventing & Detecting Fraud, Strategies to Minimize Costs and Maximize Revenue, & Accounting Standards Update. I had the opportunity to meet other financial officers, board members, mayors and auditors in government and realize the importance of maintaining internal controls and open communication with department supervisors, and board members to ensure a smooth transition into next year's budget period during these tough fiscal times. I am attaching a copy of the reference material related to the tax cap furnished by the OSC for your review.

A motion to approve Village Treasurer's report was made by Trustee Betty- Jo Bono, second by Trustee Carole Duffy. Motion unanimously passed.

**BUILDING REPORT:** Building Inspector/Code Enforcement Officer John read report as follows:

Current projects that were inspected during the last month:

Satin Fine Foods

- 1- Work continues.

Steris – 23 Elizabeth Drive

- 1- Work continues.

VonThaden – 15 Kerner Drive

- 1- Interior work underway.

Humbert – 8 Highland Ave

- 1- ZBA meeting during the month granted side yard variance.

Castle

- 1- Issued building permit for the renovation of the first floor.

Attached letters went out to the NY State DOT in reference to the flooding in the Moffatt Lane area, the Orange County Department of Public Works for flooding in the area of Greycourt Rd. and a flyer was mailed to residents in the affected area advising of Federal and State aid available.

I will be attending the following classes. October 26<sup>th</sup> NYSBOC training and meeting in Monticello and a 2-day class in Middletown on December 7<sup>th</sup> & 8<sup>th</sup>. I also will be attending the Southeast NY Storm Water Conference on October 19<sup>th</sup> in Beacon.

**POLICE REPORT:** Police Chief Peter Graziano was present and read his report as follows:

1. Personnel:
  - No issues.
2. Citizen Issues:
  - No issues.

3. Public Safety Issues:

- Traffic Details: Continuing.
- Halloween Parade: 16 Oct 11, registration 1pm at B&B Farms parade begins at 2pm. Community Party until 5pm. Main St. will be closed during the parade and reopen after. Vadala will be closed until 5pm. All are welcome.

4. Facilities:

- No issues.

5. Equipment:

- No issues.

6. Department Activity:

Call Type	2011
Calls for Service	2791
Criminal Cases	527
Arrests	260
Traffic Accidents	107

A motion to hire part-time police officer Michael Imperio was made by Trustee Carole Duffy, second by John J. Collins. Motion unanimously passed.

**HIGHWAY REPORT:** Street Superintendent J. Thomas Bell was not present; no report was submitted.

**WATER REPORT:** Water Treatment Operator Thomas Becker was present and read his report as follows:

- 1= Daily Filtration Plant and Well #12 Routine.
- 2= On September 14, 2011 we had our annual inspection with the Orange county Health Dept.
- 3= Weekly mowing has been done at all water facilities each week.
- 4= We replaced 600 ft. of water main along 17M
- 5= At Mountain Bridge we installed new pipe hangers, welding was done and everything was painted.
- 6= We cut brush and trees behind the water dept. garage and alongside of the police garage.
- 7= Letters have been drafted and will be sent out to Free water customers informing them that they need to enter into an agreement with the Village to pay for water .
- 8= We started reading water meters today.
- 9= On November, 1st 2nd and 3rd the water department will be flushing water mains throughout the Village.
- 10= On the property at Walton Lake does the board want to purchase the properties from April McDonald?

A motion to authorize Water Treatment Operator Tom Becker and Village Attorney Ian Schlanger to draft a Water Use Agreement for free water customers was made by Trustee Carole Duffy, second by Deputy Mayor Philip Roggia. Motion unanimously passed.

**PARK& RECREATION:** No report submitted.

**OTHER BUSINESS:**

- EAP- Employee Assistance Program – Mayor Valastro asked for a motion to accept the agreement.  
A motion to accept the EAP Agreement was made by Trustee Betty-Jo Bono, second by Deputy Mayor Philip Roggia. Motion unanimously passed.
- Gross receipt tax – After some discussion the Village Board of Trustees decided to hold a Public Hearing. A motion to hold a Public Hearing on November 14, 2011, at 6:45 p.m. at the Village Office, regarding the proposed adoption of a local law, Proposed Local Law No. 2 was made by Trustee John J. Collins, second by Trustee Betty-Jo Bono. Motion unanimously passed.

**CALENDAR:**

- Village Hall will be closed on Monday, October 10, 2011 due to holiday
- Town of Chester Parks and Rec "Kite Festival 2011" – October 15, 2011  
Knapp's View Park 12:00-3:00
- Halloween Parade - October 16, 2011, 1pm – 5pm, 10 Greycourt Ave. to Vadala Road, Registration for Costume Contest begins at 1:00 p.m. Parade starts at 2:00 p.m. Party at Highway Dept. Building and Water Dept. Parking Lot on Vadala Road.
- Senior movie matinee – October 20, 2011- Chester Senior Center - 12:30
- Story book dance class - November 04, 2011 for Preschoolers -Chester Senior Center -10:00am - 10:45am
- Village Hall will be closed November 8, and November 11, 2011 due to Election Day and Veterans Day.

**ADJOURN:** A motion to adjourn the regular was made by Trustee Carole Duffy, second by Trustee Betty-Jo Bono. Motion unanimously passed.

Respectfully submitted,

Rebecca Rivera  
Village Clerk

DRAFT