



# *Village of Harriman*

1 Church Street  
Harriman, New York 10926  
TEL: (845) 783-4421  
FAX: (845) 782-2016

## **VILLAGE BOARD MEETING November 15, 2022**

**6:45PM – EXECUTIVE SESSION  
7:00PM – AUDIT BILLS  
7:30PM – REGULAR MEETING**

### **AGENDA**

- 1. ROLL CALL – PLEDGE OF ALLEGIANCE**
- 2. AUDITOR'S REPORT**
- 3. APPROVAL OF MINUTES – October 11, 2022**
- 4. INFORMATIONAL ITEMS**
- 5. DEPARTMENT REPORTS**
- 6. NEW HIRE – Part Time Police Officer**
- 7. WATER DEPARTMENT TRAINING REQUEST**
- 8. PROBATION RELEASE – Court Clerk Anna Hennelly**
- 9. ELECTRICAL INSPECTOR REQUEST – SAS Electrical Inspection**
- 10. CONSTELLATION ENERGY BID – 12 Month Agreement**
- 11. AMEND CONTROLLED SUBSTANCES AND ALCOHOL TESTING POLICY – Provider**
- 12. AUTHORIZATION TO SIGN EDMUNDS SOFTWARE HOSTING SERVICES**
- 13. WATER ACCOUNT REQUESTS – a) 70 b) 602**
- 14. OBSOLETE METER CHARGE WAIVER LIST**
- 15. UNPAID VILLAGE TAXES – Re-levy Report**
- 16. SET PUBLIC HEARING FOR RESTORE – NY Grant Letter of Intent**
- 17. BUDGET TRANSFERS AND ADJUSTMENTS**
- 18. ATTORNEY COMMENT**
- 19. PUBLIC COMMENT**
- 20. POSSIBLE MOTION TO ENTER EXECUTIVE SESSION**

### **UPCOMING MEETING DATES:**

<b>PLANNING BOARD MEETING:</b>	<b>November 21, 2022</b>
<b>ZONING BOARD OF APPEALS MEETING:</b>	<b>December 7, 2022</b>
<b>VILLAGE BOARD MEETING:</b>	<b>December 13, 2022</b>

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**6:45pm – Executive Session**  
**7:00pm – Audit Bills**  
**7:30pm – Regular Meeting**

**EXECUTIVE SESSION**

The following was given by Mayor Medina:

Executive Session with Justin Wood of Nugent & Haeussler

Mayor Medina opened the Executive Session at 6:45 PM

PRESENT: Mayor Medina, Deputy Mayor Schneider, Trustee Chichester, Trustee Daly, Trustee Mitchell and Justin Wood of Nugent & Haeussler

**MOTION** was made by Trustee Daly to Enter into Executive Session with Justin Wood regarding the Annual Audit & Review Financial Report.

**SECOND** was made by Deputy Mayor Schneider  
**ALL IN FAVOR**

**MOTION** was made by Trustee Mitchell to adjourn Executive Session at 7:15 PM.

**SECOND** was made by Trustee Chichester  
**ALL IN FAVOR**

**REGULAR MEETING**

**ROLL CALL**

Mayor Lou Medina, Deputy Mayor Carol Schneider, Trustee Bruce Chichester, Trustee Wayne Mitchell, Trustee Sandra Daly, Village Clerk Jane Leake, Chief, Patrick Tenaglia, DPW Superintendent, Kyle Livsey and Village Attorney, Dave Darwin

**ABSENT** NONE

The Mayor asked everyone to stand for the Pledge of Allegiance.

**AUDITOR'S REPORT**

Justin Wood of Nugent & Haeussler, PC stated I sat with the Board and Mayor earlier this evening and went over the financial statement for the year ending May 31, 2022 in detail. I won't bore everybody with all of those details. I do, however, want to take up a couple of financial highlights. One of those is the budget for the General Fund which basically runs the general operations of the Village, the Police and Transportation included. So, there was a plan deficit in 2021-2022. Meaning there was an appropriate fund balance of \$380,000.00. However, the Village came in at a \$300.00 surplus. So, the budget performance actually came in \$380,000.00 to the good. Highlighting that the sales tax came in over, building permits came in over as well as mortgage tax. Bringing the Fund Balance for the General Fund to a healthy 38.56% of the following year's budget. I say it in that measurement because that is how the NYS Comptroller measures the Fund Balance as a measurement of the following years budget and the Comptroller starts to measure fiscal stress once that number falls below 20% of the following years budget. So, the Village is at 38.56% of the following year's budget, so almost double that fiscal stress line. So, the Village is in no way shape or form in fiscal stress and then as far as the available Fund Balance for the General Fund the NYS Comptroller recommends a range between 10 and 20% and the Village falls right in that range at 15.65%. So, I want to bring that up as well that the Water Fund of the Village is also very healthy. Giving the Village the ability to take on any possible repairs that may come

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up. And the Water Fund is in an area where if a water main breaks or something goes wrong at the water distribution there can be a huge financial impact there. So, the Village is well prepared for that and also for preparation of the upcoming building. They already received some funds with a low interest rate and also have amounts in Capital Reserve in reserves that will ultimately save the Village interest in the long run. So, long story short the Village is doing all those small and right things to help manage the Village's finances. They are all in very great shape and there is no material finding for me to report to them or to the public. I just want to thank the Board, Lou, Jane and Marie and everybody who works in the offices. Everybody works very hard and actually gives me the ability to charge the Village less than what our contracted price is, which is very rare. Usually, I never fall under budget in a job this big and it is because of the due diligence that everybody sitting in front of you here, plus everybody in the offices in the back is doing. So, I just want to make sure I give everybody the credit for where it is due. So, thank you all very much.

Board Members replied thank you.

**APPROVAL OF MINUTES**

Mayor asked if there are any changes or corrections to the minutes of October 11, 2022, Regular Board Meeting?

**MOTION** was made by Trustee Mitchell to accept the minutes of October 11, 2022, Regular Board Meeting.

**SECOND** was made by Trustee Chichester

**AYE:** Trustee Chichester

Trustee Mitchell

Trustee Daly

Deputy Mayor Schneider

**NAY:**

NONE

**INFORMATIONAL ITEMS**

This evening's bills were audited:

Trust & Agency	\$ 210.64
General Fund	\$ 359,349.07
Water Fund	\$ 284,779.72
Engineering Fees	\$ 12,710.33

- Up Coming Meeting Dates:
  - Planning Board – November 21, 2022 – Cancelled due to no applicants
  - Zoning Board of Appeals – December 7, 2022
  - Village Board – December 13, 2022
- Village Office hours are 8am–4pm and by appointment from 7-8am. Phone numbers and contact information can be found on the [villageofharriman.org](http://villageofharriman.org) website.
- A lockbox is also available outside the Village Hall entrance for dropping off water payments or any other correspondence for the Village Hall Staff. However, we ask that you please do not leave any cash payments. The outside drop box is emptied on a regular basis.
- Residents and the public can sign up on the Village website to receive email alerts about Village Information, Community Events and information regarding water billing updates.
- Brush Pick-Up continues – please place brush untied at the edge of your property with the butt end out. Do not place on the street and we do not except grass clippings.

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- Leaf Pick Up started last month. DPW will be picking up leaves through December 9, 2022, weather permitting. Leaves must be at the edge of your property not in the street or on sidewalks and the Village does not pick up bag leaves or leaves mixed with brush.
- Reminder – there is no on street overnight parking from November 1<sup>st</sup> through April 1<sup>st</sup> from 11pm – 6am and no on street parking during any snow events until the snow has been totally removed from the roads.
- Refuse and Recycling schedule for Thanksgiving week: Harriman Residents in the Town of Monroe – no pickup on Thursday, November 24<sup>th</sup>. It is changed to Friday, November 25<sup>th</sup>. Harriman Residents in the Town of Woodbury the Refuse pick up will occur on Friday, November 25<sup>th</sup>.
- Reminder - The Annual “New Hat and Glove Drive” is under way. Anyone wishing to donate new winter hats and gloves can drop them off at the Village Hall during the day, between 7am and 4pm or at the Police Station after hours. We will be accepting donations until December 9<sup>th</sup> and we will work with local groups to ensure they will get to people in need.
- Police Department Re-accreditation was performed last month. I met with the assessment team for the exit interview comments and they were very impressed with the Department, Chief Tenaglia and our Department Program Managers. We will hear next month officially, but I want to thank the Chief and the Accreditation Program Managers for a great job preparing for the Accreditation assessment and demonstrating that the Departments policies and practices meet or exceed the standards. The Accreditation is for 5 years and the Chief also explained to me how the Department implemented protocols to be able to maintain the standards throughout the years by performing quarterly reviews of their own. Thanks again Chief! It is an outstanding job.
- New Village Hall and Police Station Update – The permissive referendum time period for the Bond Resolution ended on November 10<sup>th</sup>. The Estoppel Resolution was published in the newspaper on November 14<sup>th</sup>. The 40% design will be provided to the Cost Estimator. The report should be available for the Board in a couple of weeks. Demo bidder walk-thru was held November 9<sup>th</sup>. Bidders have until November 18<sup>th</sup> to respond. I received the final approvals for the amended and revised Grant Distribution Agreement for 2 of the 3 Grants. Tonight, the Board will also be voting on starting the grant process to apply for grant funding from Restore-NY Empire State Development for the demolition of 4 South Main Village property and for the demolition of the old Village Hall building.

**AGENDA REVISIONS**

- 13c Water Account 299 Request  
17a Escrow Refund Request

**DEPARTMENT REPORTS**

Treasurer Report – see attached report

DPW – see attached report

Police Department – see attached report - funds \$45.00

Water Account Adjustments – see attached report

Court Reports – see attached report      September \$6,775.00      \$5,014.50.00 Village Received  
October - \$9,729.00

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Building Department – see attached report  
\$ 481.00 5 Building Permits  
750.00 5 Violation Searches  
250.00 3 Rental Registration Renewals  
50.00 1 Building Permit Extension  
\$ 1531.00

**NEW HIRE – Part Time Police Officer**

Mayor stated the Board has received from Chief Tenaglia a request for a new Part-Time Police Officer. Mayor read memo.

**MOTION** was made by Trustee Chichester to approve hiring Frank Burns as a Part Time Police Officer effective November 28, 2022 with an hourly rate of \$29.67.

**SECOND** was made by Trustee Mitchell

**AYE:** Trustee Chichester

Trustee Daly

Trustee Mitchell

Deputy Mayor Schneider

**NAY:**

NONE

**WATER DEPARTMENT TRAINING REQUEST**

Mayor stated the Board received a request from the Water Department for two employees to attend the November training session at \$40.00 each. This actually was preapproved by the Board.

**MOTION** was made by Trustee Daly to approve the Hudson Valley Water Works Conference Seminar on November 10th for Danny Hedges and Nick Torres at \$40.00 each.

**SECOND** was made by Deputy Mayor Schneider

**AYE:** Trustee Chichester

Trustee Daly

Trustee Mitchell

Deputy Mayor Schneider

**NAY:**

NONE

**PROBATION RELEASE**

Mayor stated the Board received a request from Justice VanHaaster requesting Anna Hennelly be taken off of probation and receive a 2% raise. Anna has done a wonderful job.

**MOTION** was made by Deputy Mayor Schneider to approve Ann Hennelly's probation release and a 2% raise.

**SECOND** was made by Trustee Mitchell

**AYE:** Trustee Chichester

Trustee Mitchell

Trustee Daly

Deputy Mayor Schneider

**NAY:**

NONE

**ELECTRICAL INSPECTOR REQUEST**

Mayor stated this is a request for SAS Electrical Inspection to be added to our Electrical Inspections List and they have provided all documentation.

**MOTION** was made by Trustee Chichester to approve SAS Electrical Inspection services to be added to the Electrical Inspections List.

**SECOND** was made by Trustee Daly

**AYE:** Trustee Chichester

Trustee Mitchell

Trustee Daly

Deputy Mayor Schneider

**NAY:**

NONE

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**CONSTELLATION ENERGY BID**

Mayor stated this was previously distributed to the Board. We received the bid renewal prices from the Villages Energy Broker, Michelle Reis, with M&R Energy Resource Corporation. The energy prices are up, over 100%, but lower than they have been in recent months. The Board has previously approved this renewal agreement for 12 months with Constellation Energy again and to lock in this renewal pricing. **MOTION** was made by Trustee Daly to approve the Constellation Energy Renewal Agreement for 12 months.

**SECOND** was made by Deputy Mayor Schneider

**AYE:** Trustee Daly  
Trustee Mitchell  
Trustee Chichester  
Deputy Mayor Schneider

**NAY:** NONE

**AMEND CONTROLLED SUBSTANCES AND ALCOHOL TESTING POLICY - Provider**

Mayor stated this is to amend the Village's Drug and Alcohol Testing Policy document to update the substance testing service provider, which we recently changed to Partners in Safety.

**MOTION** was made by Trustee Chichester to approve amending the Drug and Alcohol Testing Policy

**SECOND** was made by Trustee Mitchell

**AYE:** Trustee Daly  
Trustee Mitchell  
Trustee Chichester  
Deputy Mayor Schneider

**NAY:** NONE

**AUTHORIZATION TO SIGN EDMUNDS SOFTWARE HOSTING SERVICES**

Mayor stated this is to change our Water Department Software to be a hosted application as opposed to be locally housed data. The cost of doing this I think warrants the security and benefit of having this, as well as the availability. The annual cost is \$2,500.00 a year. However, we are currently paying \$1,070.00 for the data vault maintenance which is to provide data here locally. So, the actual increase to the budget line is \$1429.00. We will be able to find that from this budget and going forward it will be an increase of \$2500.00.

**MOTION** was made by Trustee Daly to approve Edmunds Software Hosting Services.

**SECOND** was made by Trustee Mitchell

**AYE:** Trustee Daly  
Trustee Mitchell  
Trustee Chichester  
Deputy Mayor Schneider

**NAY:** NONE

Deputy Mayor Schneider asked going forward it is only an increase of \$1500.00, correct?

Mayor replied yes, \$1429.00 above this current budget. Correct. The net is roughly \$1500.00 increase to next year's budget for that line.

**WATER ACCOUNT REQUESTS**

Account 70 – Waiver Request

**MOTION** was made by Deputy Mayor Schneider to approve waiver fees for Account 70.

**SECOND** was made by Trustee Chichester

**AYE:** Trustee Chichester  
Trustee Mitchell  
Trustee Daly  
Deputy Mayor Schneider

**NAY:** NONE

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Account 602 – Deferred Payment Plan

**MOTION** was made by Trustee Chichester to approve the deferred payment plan for Account 602.

**SECOND** was made by Trustee Mitchell

**AYE:** Trustee Chichester  
Trustee Mitchell  
Trustee Daly  
Deputy Mayor Schneider

**NAY:**  
NONE

Account 299 – Deferred Payment Plan

**MOTION** was made by Trustee Daly to approve the deferred payment plan for Account 299.

**SECOND** was made by Trustee Chichester

**AYE:** Trustee Chichester  
Trustee Mitchell  
Trustee Daly  
Deputy Mayor Schneider

**NAY:**  
NONE

**OBsolete METER CHARGE WAIVER LIST**

Mayor stated this is the Obsolete Meter Charge Waiver List that the Board has received. This is related to the meter upgrades. First, I want to thank the Water Department, Jane, Ron, Kyle and everyone for the last 11 months they have been pushing to get the meter upgrades completed. We have done over almost 550 appointments with 400 upgrades at least. So that is a fantastic job you guys did. Now we are at the point of assessing an additional charge on a number of accounts who have not upgraded. There are lists that will be waived from getting the obsolete charge such as the following lists: Impractical, Plumbing

Work Agreement, Curb Box Repair in Process, DPW in Progress and Pulled. The Mayor explained all list to the Board. That totals 53 accounts that will be waived. There are 67 accounts that will be charged. **MOTION** was made by Trustee Chichester to approve waiving the quarterly Obsolete Meter Charge for the 53 accounts on the waiver list.

**SECOND** was made by Trustee Mitchell

**AYE:** Trustee Daly  
Trustee Mitchell  
Trustee Chichester  
Deputy Mayor Schneider - Abstained

**NAY:**  
NONE

Mayor stated again I want to thank Jane, the Water Department and Kyle for the outstanding work they did these 11 months.

**UNPAID VILLAGE TAXES – Re-levy Report**

Mayor stated this is the unpaid Village Tax that the Board received from the Treasurer to get relieved on to the County Tax bill. For the properties in the Town of Monroe the amount of unpaid taxes is 36,366.67. In the Town of Woodbury the unpaid amount is \$17,529.96.

**MOTION** was made by Trustee Daly to approve submitting the unpaid Village taxes to the County.

**SECOND** was made by Deputy Mayor Schneider

**AYE:** Trustee Daly  
Trustee Mitchell  
Trustee Chichester  
Deputy Mayor Schneider

**NAY:**  
NONE

**SET PUBLIC HEARING FOR RESTORE – NY Grant Letter of Intent**

Mayor stated this is to set a Public Hearing for the Restore NY Grant Letter of Intent submission for December 13<sup>th</sup> at 7:25pm

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**MOTION** was made by Mayor Medina to approve scheduling a Public Hearing for December 13, 2022 at 7:25pm for the Restore NY Gant Letter of Intent submission.

**SECOND** was made by Trustee Chichester

**AYE:** Trustee Daly  
Trustee Mitchell  
Trustee Chichester  
Deputy Mayor Schneider

**NAY:** NONE

**ESCROW CLOSURE REQUEST**

Mayor stated the Board received a request from the Deputy Clerk due to a clerical error the amount issued for a refund needed to be revised. The amount is \$4.53 to close out the escrow account correctly.

**MOTION** was made by Trustee Daly to authorize the Deputy Clerk to issue a check in the amount of \$4.53.

**SECOND** was made by Trustee Mitchell

**AYE:** Trustee Chichester  
Trustee Mitchell  
Trustee Daly  
Deputy Mayor Schneider

**NAY:** NONE

**BUDGET TRANSFER**

Mayor stated the Board received a Budget Transfer request from the Treasurer dated October 7, 2022. Mayor read the memo.

**MOTION** was made by Trustee Mitchell to approve the budget transfer as outlined in the Treasurer's October 7, 2022 memo.

**SECOND** was made by Trustee Chichester

**AYE:** Trustee Daly  
Trustee Mitchell  
Trustee Chichester  
Deputy Mayor Schneider

**NAY:** NONE

**ATTORNEY REPORT**

Attorney Darwin stated I don't have anything this evening unless the Board has any questions.

**PUBLIC COMMENT** - NONE

**MOTION** was made by Trustee Chichester to adjourn Regular meeting at 8:02pm.

**SECOND** was made by Trustee Daly

**ALL IN FAVOR**

The Mayor and Board wished everyone a Happy Thanksgiving.

Respectfully submitted by: \_\_\_\_\_  
Jane Leake, Village Clerk