

**Village of Cambridge  
Board Meeting**

**August 6, 2014  
Agenda**

1. Opening / Pledge of Allegiance.
2. Mayor's Welcome
3. Public Comment: the public is welcome to comment on any issue they may have and/or any agenda item.
4. Approval of Minutes:
  - o July meeting minutes

<b>MOTION:</b>	Approve July 2 meeting minutes as written.				
<b>Made by:</b>					
<b>Second by:</b>					
<b>Vote:</b>	VR	SR	SK	RLB	CB

<b>MOTION:</b>	Approve July 8 meeting minutes as written.				
<b>Made by:</b>					
<b>Second by:</b>					
<b>Vote:</b>	VR	SR	SK	RLB	CB

<b>MOTION:</b>	Approve July 22 meeting minutes as written.				
<b>Made by:</b>					
<b>Second by:</b>					
<b>Vote:</b>	VR	SR	SK	RLB	CB

5. Mayor's Report (hand out)
  - a. Thank you letter from Loaves and Fishes
  - b. Dept. Liaisons/Committee leads
6. Department Reports:
  - a. Fire Department
  - b. DPW
    - o Report/Activities for past the month
  - c. Police
    - o Report/Activities for the past month
  - d. Youth
    - o Report highlights
  - e. Assessor
    - o Report highlights
  - f. Zoning Enforcement
    - o Report highlights
  - g. Zoning Board of Appeals
    - o Report highlights
  - h. Planning Board
    - o Report highlights
  - i. Attorney
    - o Report highlights
  - j. Historian
    - o Report highlights
  - k. Library
    - o Report highlights
  - l. Clerk
    - o Tax collection status

- Energy Audit status
- Troy&Banks status
- Emergency Management
- Village Internet Policy

MOTION:	Approve Village Internet Policy as written.				
Made by:					
Second by:					
Vote:	VR	SR	SK	RLB	CB

- Village Sexual Harassment Policy

MOTION:	Approve Village Sexual Harassment Policy as written.				
Made by:					
Second by:					
Vote:	VR	SR	SK	RLB	CB

- Village Workplace Violence Policy

MOTION:	Approve Workplace Violence Policy as written.				
Made by:					
Second by:					
Vote:	VR	SR	SK	RLB	CB

7. Finances:

a. Voucher List

MOTION:	Approve July statement of unpaid vouchers pending audit of individual vouchers.				
Made by:					
Second by:					
Vote:	VR	SR	SK	RLB	CB

b. Operating Statement

c. Review/update of financial records/prep of AUD

d. Budget Adjustments as of 7/6/2014

MOTION:	Approve budget adjustments dated 7/6/2014				
Made by:					
Second by:					
Vote:	VR	SR	SK	RLB	CB

e. Direct receipt of sales and compensating use tax allocation

MOTION:	Village elects to be paid directly its portion of Washington County's sales and compensating use tax net allocations for CY 2015 and after				
Made by:					
Second by:					
Vote:	VR	SR	SK	RLB	CB

8. Ackley Building

9. Other issues

10. Adjournment

MOTION:	Motion to adjourn				
Made by:					
Second by:					
Vote:	VR	SR	SK	RLB	CB

VILLAGE OF CAMBRIDGE  
56 North Park Street  
Cambridge, New York 12816

BOARD MEETING MINUTES – 7/2/2014

IN ATTENDANCE:

Ashleigh Morris, Eagle  
Assessor Bill McCarty  
Chief George Bell  
Zoning Enforcement Officer Brian McKay  
Treasurer Les Losaw  
Village Attorney John Patterson  
Trustee Stephen Robertson  
Trustee Sara Kelly  
Mayor Valerie Reagan  
Trustee Carman Bogle  
Village Clerk Lance Allen Wang

MEMBERS OF PUBLIC:

Henry Jeske  
J & D Whitman  
Paul Walker  
Dale Dusman  
Carl Flint

EXCUSED: Trustee Richard Lederer-Barnes

Meeting commenced 7:02

Mayor:

- Describes workgroup meeting for 6/8 on sign zoning
- Asks for public comment on sign zoning
  - o "I think it's wrong"
  - o "I've owned my building since 1974 – I've never paid for a permit for a sign; everybody is struggling – why is this Village against business?" - Hillandale Real Estate
  - o Sign was cited for being out of spec, but "Its by an inch. We pay taxes."
  - o Mayor Reagan – I cannot account for the original law, but we are working on a revision. It is not ideal.
  - o Mayor Reagan - Propose moratorium on temporary signs. I am proposing we suspend enforcement of temporary sign enforcement for 60 days.

- Trustee Robertson – We worked on sign law, had consultants, I came on board when law was being voted on.
- Does this apply to other Section. 7.03 (signs)?
- Compliment from attendee on receptiveness of the mayor to public involvement and feedback

MOTION:	Enforcement of Sign Law will only be targeted at permanently affixed signs until passage of new law or 90 days, whichever is sooner. Moratorium also suspends action on non-compliant temporary signs in front of businesses. Signs on Village Property are only permitted as approved by the Village.				
Made by:	Trustee Kelly				
Second by:	Trustee Robertson				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not pres.	Y

- Bill Mccarty obtained boundary lines of village property via satellite photo; reviewed village properties
- Economic revitalization forum – 36 persons
- BST accounting update
- Heroin
- Historic Hudson-Hoosic Partnership
- Landfill
- Sheriff Murphy Initiative

MOTION:	Express support for Sheriff Jeffrey Murphy's communications and data sharing initiative and grant, and authorize up to \$25/PD car per month for air cards; if approved forward Village resolution to Sheriff Murphy's office.				
Made by:	Trustee Kelly				
Second by:	Trustee Bogle				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not pres.	Y

- Belmont complaints about PILOT payment increase: Board will need to investigate further. Requires more research. Nothing can happen for this tax year.

- Mountain Lake PBS Petition

MOTION:	Strongly encourage Time Warner and potential new cable operator Comcast to include Mountain Lake PBS in future cable channel listings in Warren and Washington Counties.				
Made by:	Trustee Bogle				
Second by:	Trustee Kelly				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not pres.	Y

- FD – no report.
- Police – report

MOTION:	Approve purchase of 2014 Ford Police Interceptor for cost of 27,751.98 ( <del>28,990.98</del> – CORRECTED AS OF 7/7/2014)				
Made by:	Trustee Robertson				
Second by:	Trustee Bogle				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not pres.	Y

MOTION:	Hire Jason Monell as a PT Police Officer				
Made by:	Trustee Kelly				
Second by:	Trustee Bogle				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not pres.	Y

- o Discussed fatal accident and thanks to FD and DPW for assistance in keeping road shut, etc.
- o Get some “look out for motorcycles” signs
- o Chief got \$4,700.00 in DWI funds back from County
- Youth – see report.
- Assessor – will join for PILOT discussion as needed. Will reach out to White Creek to join us as well. Lance will dig for any information on PILOT in our files.



- ZEO – See report. “Per attached resolution, permit will not be required for 90 days.” Brian will work on letter with Lance.
- Attorney – John will talk to PD in Executive Session.
- Historian – See report.
- Library – See report.
  - o Paula Hillis boundary issue with Library. Sara is working with homeowner to develop a “green fence” on library property in order to prevent the use of the private property as a thoroughfare. Raise donations as well as Library funds to grow perennials and shrubs.
  - o Trustee Robertson - These people knew they had a library right next to them when they bought it. People also have been using that as a pass-through forever.
  - o Trustee Kelly – the library uses the driveway for oil delivery etc. There is no right of way, they let us use their driveway.

MOTION:	Erect planting fence and planting attached to the building out 100 feet from library; secure donations for the supplies to accomplish as soon as possible. Village expense not to exceed 210 dollars in actual cost. Labor provided by village and volunteers				
Made by:	Trustee Kelly				
Second by:	Trustee Bogle				
Vote:	VR	SR	SK	RLB	CB
	Y	N	Y	Not pres.	Y

- Clerk Update
- Finance update

MOTION:	Approve 2013-14 budget adjustment as written				
Made by:	Trustee Robertson				
Second by:	Trustee Bogle				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not pres.	Y

- o Chief Bell strongly recommends getting a contract with Ed Holland. We need to have an Animal Control contract.
  - Mayor Reagan / Trustee Kelly: Ag and markets covers dangerous and unlicensed dogs. That is a town responsibility.
  - Task: Chief Bell, Mayor Reagan, and John Patterson get together.

- Review of minutes from June Meeting
- 7/9 meeting on Ackley Building – Trustee Lederer-Barnes, John Patterson, and Mayor Reagan
- Last word on chicken permits from previous meeting – surprise inspections will not be the norm. “Zoning Enforcement Officer will ask request from owner to do annual inspection. If owner declines, ZEO will work with attorney to get admin warrant to gain access.” Otherwise only if complaints.
- Prev. meeting minutes approved (correct Snyder spelling to Snider).

MOTION:	Approve 6/4 Board Meeting Minutes				
Made by:	Trustee Kelly				
Second by:	Trustee Robertson				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not pres.	Y

- Unpaid vouchers approved pending audit

MOTION:	Approve statement of unpaid vouchers pending review of individual vouchers				
Made by:	Trustee Robertson				
Second by:	Trustee Kelly				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Not Pres.	Y

- Trustee Robertson – what am I supposed to tell Mike Nolan? Can he farm? Can we do solar? Mayor still talking to DEC regarding what is possible. Mayor Reagan: tell Mike – there is a non-disturb clause, and we need to research what it needs.
- Carman – Foreclosed homes like 93 W Main. They are not being upkept. Can the Village get the realtor to make it attractive? If there are complaints about unsightly houses, get to Brian McKay.
- Motion to adjourn and go into executive session at 9:20p

MOTION:	Motion to Adjourn				
Made by:	Trustee Kelly				
Second by:	Trustee Robertson				
Vote:	VR	SR	SK	RLB	CB

	Y	Y	Y	Not pres.	Y
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**Village of Cambridge  
Village Board Meeting  
August 6, 2014**

**Mayor's Report**

**NYMIR**

- Met with a representative from NYMIR, who is the Village's new liability insurance carrier, the DPW and the Police Departments to review their operations so they could fully assess the Village's liability

**Sign zoning**

- Workgroup started again July 8<sup>th</sup>, and has met five times.
- Almost the entire sign zoning section was review. The next meeting August 21<sup>st</sup> the workgroup will be at the west of end of the Village and walk to look at existing signs.
- The workgroup has some new members who bring a good perspective to the re-writing and help to make the law clear to the everyday reader.
- Thank you to Sara Kelly for keeping the notes from each meeting.

**Legal advice**

- Met with Mr. Patterson, the Village attorney, to discuss a variety of issues that the Village needs to address. His advice and guidance is invaluable.

**Freight Yard Revitalization**

- Met with a group to discuss how the Freight Yard can be improved and advanced as a hub of community activity.

**Lions Club Concert Series**

- Attended two of the four concerts – they were excellent. It was typical old Cambridge to have people gathered outside for these concerts and did a great deal to reinforce the character of the community.
- A port-a-potty was placed at the Library for concert users, which was a concern because it might be vandalized. The unit stayed in place for three weeks and was not a problem, which is a step toward breaking down some of the stereotypes of certain places/situations use to create community problems and helped to reinforce that times have changed.

**Hometown vs Heroin and Addiction - Information on the Heroin public health issue:**

- The Hometown vs Heroin and Addiction group, made up of the Council for Prevention, the Sherriff's department, the District Attorney's office, treatment providers, press, and concerned community and municipal leaders.
- Attended two group meetings and the Hometown vs. Heroin public forum on July 23<sup>rd</sup> at the Hudson Falls High School. As was reported in the Eagle there was a good turn out and some of the family stories were quite moving.
- It appears that prescription drug and heroin issues are swirling all around us. The Hometown vs Heroin group is working to educate Washington county communities so we can build a strong community culture that values our residents, does not accept drug abuse, that promotes prevention, and that helps to find treatment for those that are addicted.

**Village Financial Records and our Outside Accountant – BSTCo.**

- Our BST accountant is providing oversight to our efforts to review and strengthen our financial records, to complete the required end of the year financial report and to prepare for the Office of the State Comptroller audit.

- Our part-time temporary accountant, Brad Doherty, has completed a month by month review of the Village's cash position for all of our accounts for fiscal year 2013-2014.
- Brad has almost completed a month by month comparison of the cash analysis and the accounting records for each of our 9 accounts for the entire 2013-2014 fiscal year.
- Now Brad and Les are preparing the 2013-2014 Annual Update Document (AUD) required by the Office of the State Comptroller. That report, once completed will give the Village an accurate and complete record of revenues and expenditures that is based on solid, generally accepted accounting records, for the first time in many years.
- With Brad's work focused on the past and Les' work focused on keeping the Village's financial records accurate and up-to-date the Board can now manage the Villages finances with actual expenditures and revenues.
- Another task, when the 2013-2014 AUD is complete is for Brad to go back and follow the same process for the 2012-2013 fiscal year. Then Brad and Les will complete the AUD for 2012-2013, which is currently outstanding, and submit it to the Office of the State Comptroller.
- With the information prepared for and contained in the AUD I will be calling the Board together for a budget workshop to review the current budget. We know at this time that some major projections of revenues are not going to be available and some large unanticipated expenditures may need to be covered.
- The Office of the State Comptroller audit is still on hold.

#### Lawsuit

- The Village was notified that another lawsuit was filed against the Village of Cambridge in regard to a previous lawsuit from 2011. The current lawsuit will be handled by our pervious insurance companies since it relates to 2011/2012 time period.

#### Economic Revitalization Forum

- Work will resume shortly organizing the next forum which will be scheduled in September.
- One topic that may be of interest to the group is waste water treatment facilities. It appears that the USDA may be able to offer our area assistance in planning for this service.

#### Old Landfill for Yard Waste

- The DPW closed the landfill because of a concern over household trash and furniture being dumped there. The landfill was reopened and community members have been diligent in reporting and cleaning up items that are prohibited.
- The Village and the DPW will continue to work to ensure that only permitted materials are placed there items and other items are removed.

#### Hubbard Hall Reunion Weekend

- I attended the opening ceremonies for the Hubbard Hall Reunion weekend and read the Village Proclamation designating July 5<sup>th</sup> as Hubbard Hall Day.

#### Historic Hudson-Hoosic Rivers Partnership

- Another meeting is scheduled for August 25<sup>th</sup>. I am not able to attend. Can another Board member attend?

#### Office hours for August:

- I'm generally in the office at some time Monday through Thursday. This month if you would like to meet please call ahead to make sure I will be in.