

# Village of Cambridge

## Board of Trustees

Monthly Meeting

Wednesday October 3, 2012

### AGENDA

- I. Call to Order & Pledge to the Flag
- II. Announcements / What's Happening in Cambridge
  - a. Parade Permit for Halloween Parade ACTION
- III. "Good-of-the-Village"
  - a. Car Seat Safety Check REPORT
  - b. Fingerprinting at Apple Fest REPORT
  - c. Chamber to Decorate the Bandstand REPORT
  - d. Thank you Letters REPORT
- IV. Public Comments
- V. Approving of Minutes
  - a. September 5, 2012- Regular Meeting ACTION
- VI. Department Reports / Requests
  - a. Police (G. Bell)
    - i. Report REPORT
    - ii. Doors
  - b. DPW (M. Telford)
    - i. Report REPORT
    - ii. Letter from M. Bruno REPORT
    - iii. Snow and Ice Contract ACTION
  - c. Fire (H. Spiezio)
    - i. Report REPORT
    - ii. Hydrants REPORT
    - iii. Transfer of Funds (\$128.96) ACTION
  - d. Attorney (T. Jordan) REPORT
  - e. Clerk (B. Witham)
    - i. Monthly Report REPORT
    - ii. Financial Report REPORT
    - iii. Grant ACTION
    - iv. Judge DeCarlo appointment ACTION
    - v. Authorization for Judge DeCarlo to Open Accounts ACTION

vi. Training for Deputy Clerk	ACTION
vii. Surplus Inventory	ACTION
f. Registrar Report	REPORT
g. Youth (M. Wilkins )	REPORT
i. Bullying Program	REPORT
h. Assessor	REPORT
i. Historian	
i. Training Class	
j. Zoning Enforcement	REPORT
i. Report in Packet	
ii. Review of applications	ACTION
iii. Fee Schedule	REPORT
k. Library	REPORT
l. Zoning	REPORT
m. Property Complaints	
i. Ackley Building	REPORT
VII. Projects	
a. Fire House	REPORT
b. Economic Development	REPORT
c. Community Partnership	REPORT
d. Main Street Pedestrian Improvements	REPORT
e. Personnel Manual	REPORT
VIII. Correspondence	
a. As in packet	
IX. Old Business	
a. Street Light Proposal	REPORT
b. Myrtle Avenue Easement	REPORT
c. Standard Workday Reporting Resolution	REPORT
d. Dog Control Officer	REPORT
e. Inventory Update	REPORT
f. Bathroom	REPORT
g. LARAC Grant	REPORT
X. New Business	
XI. Other Business before the Board	
XII. Audit of Bills	
XIII. Executive Session	

As always, the Board packet is available for review in the Village Clerks Office

# VILLAGE OF CAMBRIDGE

56 North Park Street  
Cambridge, NY 12816  
518-677-2622

## PARADE PERMIT APPLICATION

PLEASE REVIEW THE PARADE PERMIT LOCAL LAW (ATTACHED) BEFORE FILLING OUT THE BELOW REQUESTED INFORMATION.

Name: Cambridge Connects

Address: P.O. Box 297  
Cambridge NY 12816

Phone: \_\_\_\_\_

Name of Organization and/or Event: Cambridge Connects Halloween

Address of Organization: \_\_\_\_\_  
~~Party~~  
Parade

Phone: \_\_\_\_\_

Head(s) of Organization: Heather Sweet/Tracy

Parade Chairperson: Denmanenko  
Costume  
~~Contest~~

Phone: \_\_\_\_\_

Address of Chairperson: \_\_\_\_\_

Date or Dates of Event: Wednesday Oct 31, 2012

Time and Duration of Event: 1.5 hours

Type of Event: Parade (Costume)  
(i.e., rally, parade, blockparty)

Number of People Expected: 2400

(If more than 5000 it is necessary that you contact the NYS Health Department: (518) 474-3074)

Alcoholic Beverages Present: Yes \_\_\_\_\_ No X

Village Service Needed:  
(If overtime personnel are required for an event the Village reserves the right to charge the organizer for all related costs)

Parking Facilities for Buses:         
Number of Buses:         
Refuse Collection:         
Street Sweeping:         
Barricades:         
Police:         
Fire/Suppression:         
(Mandatory for Fireworks)  
Fire/EMS:         
Dedicated Unit(s):         
Non-dedicated Unit(s):       

Description of how you intend to clean-up the site post-event:       

Location or Detailed Route to Event:  
(All parades, marches, runs/walks shall submit maps of the proposed route)

Cambridge Guest Home  
to Rice Mansion Inn

Will you be using any of the following equipment and/or materials at the event? (The Village does not provide any of these supplies). If so, please give a brief description.

Sound Equipment: Possibly Megaphone  
Tables & Chairs:         
Lighting:         
Portable Restrooms:         
Ropes:         
Extension Cords:         
Private Security:         
Platforms & Stages:       

*Drums to lead Parade*

If the Village of Cambridge requires you to obtain insurance for this event who will the insurance carrier be? Need certificate of insurance with Village as named insured.  yes  no

Name of Company: Village of Cambridge

Agent's Name:       

Address:       

Phone:       

*Henry Jones* 9/17/12  
Applicant's Signature Date

IN ADDITION TO THE ABOVE INFORMATION, THE APPLICANT MUST ALSO SUPPLY THE FOLLOWING INFORMATION:



1. A LETTER STATING THAT THE APPLICANT IS RESPONSIBLE FOR THE CLEANUP OF THE RIGHT-OF-WAY, STREET, PUBLIC PLACE OR PUBLIC PARK AND THAT THE APPLICANT WILL PAY ALL COSTS FOR SAID CLEANUP AND WILL REIMBURSE THE VILLAGE IF IT IS FOUND NECESSARY.

## **FOR IMMEDIATE RELEASE**

### **FREE CAR SEAT CHECK!**

4 out of 5 car seats are used wrong. Make sure your child is safe by having your car seat checked.

According to the CDC, motor vehicle injuries are the leading cause of death among children in the United States. But many of these deaths can be prevented. Placing children in age- and size-appropriate car seats and booster seats reduces serious and fatal injuries by more than half.

A free car seat check will be held by appointment on Saturday, October 13<sup>th</sup> at the Cambridge Valley Rescue Squad, Inc. (CVRS), 37 Gilbert Street, Cambridge, NY 12816. Appointments are available from 10 am-1:30 pm. **To schedule an appointment**, contact Elizabeth St. John at Washington County Public Health, at 746-2400 x3478.

Nationally Certified Car Seat Technicians will be on hand to check car seats for proper fit, use, possible recall and to help parents and caregivers on how to use the seat right. If a car seat is found to be unsafe, a limited number of car seats will be available for a donation.

The car seat check is sponsored by the New York State Governor's Traffic Safety Committee, Washington County Public Health, Cambridge EMS and Cambridge/Greenwich Police Department.

**For more information, or to schedule an appointment** contact Elizabeth St. John at Washington County Public Health, at 746-2400 x3478.

*If additional information is needed for this press release, please contact Elizabeth St. John, Health Educator at Washington County Public Health, 746-2400, ext. 3478. Thank you.*

# CAMBRIDGE GUEST HOME

11 SOUTH UNION STREET • CAMBRIDGE, NY 12816

PHONE 518-677-3711 • FAX 518-677-0869

Village Cambridge Fire Department and Ambulance Volunteers,

The Management, Employees and Owners of the Cambridge Guest Home would like to express our sincere gratitude to the volunteers of the Fire Department and Ambulance Department for their unwavering dedication and prompt professional service to our community. Without your sacrifices, our community Residents could be in serious physical harm.

Please except our genuine appreciation for your continual and essential service that you provide to us at the Cambridge Guest Home.

Sincerely,

David Sherman  
Facility and Grounds Director

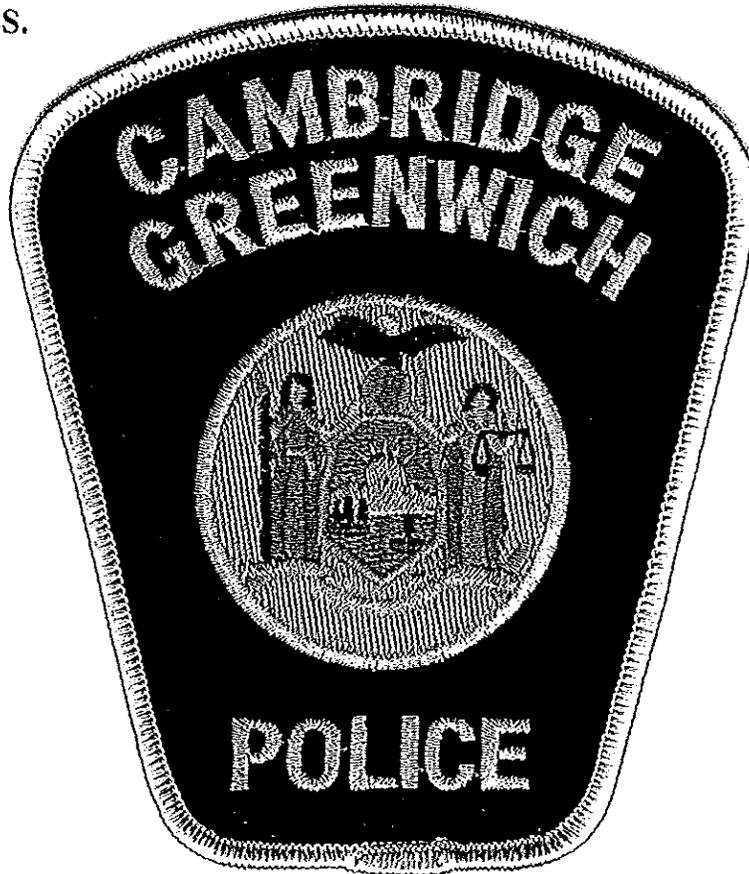
10/1/12

Cambridge Valley Senior  
Citizens Wish to thank you for  
your generous donation of \$500.00  
It is greatly appreciated -

Peg Hopkins  
(Secretary)

# ***HELP US ARREST HUNGER THIS HOLIDAY SEASON!!!!!!!***

BY DONATING CAN GOODS AND NON PERISHABLES TO BE DISTRIBUTED TO  
LOCAL PANTRIES.



LOCAL FOOD PANTRIES AND FAMILIES BENEFITED FROM YOUR  
SUPPORT LAST YEAR. COME SEE US AGAIN AT THE FOLLOWING  
LOCATIONS.

***HANNAFORD Market ROUTE 29 GREENWICH NEW YORK ON SATURDAY  
OCTOBER 27<sup>th</sup> 10 AM to 2 PM***

***&***

***IGA Market WEST MAIN STREET VILLAGE OF CAMBRIDGE NEW YORK  
ON SATURDAY OCTOBER 27<sup>th</sup> 10 AM to 2 PM***

BRING THE FAMILY, MEET YOUR LOCAL POLICE OFFICERS, SEE THE POLICE CARS,  
AND MOST IMPORTANTLY HELP OUT THE COMMUNITY.

THANK YOU FOR YOUR SUPPORT AND HAVE A SAFE AND HAPPY HOLIDAY SEASON  
FROM THE CAMBRIDGE/GREENWICH POLICE DEPARTMENT

***FOR FURTHER CHECK OUT OUR FACEBOOK PAGE***

# VILLAGE OF CAMBRIDGE

56 North Park Street  
Cambridge, NY 12816  
(518) 677-2622  
[clerk@cambridgeny.gov](mailto:clerk@cambridgeny.gov)

October 3, 2012

Mr. Henry Bates  
8 North Park Street  
Cambridge, NY 12816

Dear Henry and family,

It is with great pride and remembrance that the Village of Cambridge, Board of Trustees, reflects on the life of Ruth Bates as a Village leader. During Ruth's life time she was involved in Village affairs, setting an example in many areas that showed the way for other women to follow. It is truly amazing that one woman could do so much!

She led the way for women of the Village to be involved in government and to make a difference in how our Village operated. She became the first woman Mayor of the Village in 1980, in an era that women were more likely to be focused on their families. Ruth was mayor in an era of firsts for women across the country.

She was the first woman to become a fire fighter in the Cambridge Volunteer Fire Department. She did not set her sights on a supporting role but rather on being on the front lines of fire fighting.

When Ruth saw a need she did not hold back. She realized our small Village needed a well organized and well functioning rescue squad. She joined with other like minded people to create the modern day Cambridge Valley Rescue Squad.

The list goes on, with Ruth being an integral part of the Zoning Board of Appeals for many years and then when she had an opportunity she moved on to the Washington County Planning Board. In each of these positions she worked to ensure development was in the best interest of our Village and County.

In her "spare" time she became a school bus driver and a staunch advocate for employee benefits for drivers and worked hard with the powers that be to bring those benefits to reality.

Ruth was truly a role model for civic engagement, getting involved and working to make her community a better place to live. We are proud to have had such a wonderful woman living here and working for the Village of Cambridge.

It is with sincere gratitude that we, the Village Board of Trustees, acknowledge her efforts.

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Stephen Robertson, Mayor

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Alan Dupuis, Deputy Mayor  
and Village Trustee

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Rick Lederer-Barnes, Village Trustee

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Sara Kelly, Village Trustee

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Valerie Reagan, Village Trustee

The Village Board held the Regular Board meeting on Wednesday September 5, 2012 at the Municipal Building meeting room.

Mayor Steve Robertson opened the meeting at 7:03 PM and led those present in the Pledge of Allegiance to the American Flag. Also in attendance were Trustee Sara Kelly, Trustee Lederer-Barnes, Trustee Valerie Reagan and Attorney J. Anthony Jordan.

Announcements:

Motion made by Reagan, Second by Kelly, RESOLVED: That the Village Board approve the parade permit submitted by the Cambridge Valley Chamber of Commerce. The Chamber will be closing Broad Street from Main to the end of the Hotel parking lot for the Apple Festival on October 6, 2012 from 8:00 am to 5:00 pm  
Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4-0

Good of the Village:

Village Resident Mari Ann McCue sent a letter to the Board requesting that the lamp post in Railroad Park be extinguished or taken down as promised years ago. DPW Superintendent Telford indicated that this was not functioning and believed that National Grid had been asked to take it down already. The DPW will look into this and get the light taken down. Trustee Reagan will talk to Ms. McCue.

The Board received a letter from Dieter Drake regarding next year's bike race. The dates are set for April 13-14, 2013. This letter also included a request from a member of the Open Bible Baptist Church to move the start of the race so it does not interfere with the Church Services.

The Daughters of the American Revolution requested that the Village pass a proclamation proclaiming September 17-23, 2012 as Constitution week. Motion made by Kelly, Second by Lederer-Barnes, RESOLVED: That the Village of Cambridge proclaim September 17-23 as Constitution Week.  
Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4-0

Public Comments:

No Public Comments

Approving of Minutes:

Motion made by Lederer-Barnes, Second by Reagan, RESOLVED: That the Board approve the minutes of the August 1, 2012 meeting with modifications.  
Vote: Robertson, abstain; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 3-0-1

Police Department Report:

A Report was not in the Board Packet. The Police Chief did mention that he had two people come in to look at the doors that need to be replaced but as of yet he had not received the estimates. They will be included in the next

Board Report if they have been submitted.

DPW Report:

Report in Packet. Dpw Superintendent Telford also indicated that the Gazebo was coming along nicely and that work had been done to fix some of the issues. Dieter Drake had offered to donate the paint so the DPW Crew could repaint it. They will need to replace the deck and this is expected to cost between \$2850.00 and \$3000.00. They will also be replacing the lighting and adding new electrical boxes.

Mayor Robertson stated that the DPW had done a great job on the Spring Street project.

A question arose about the pot hole on West Main Street in Front of Black Dog Wine and Liquors. The Superintendent indicated he had talked to the State and they were supposed to be looking into it.

The leak on 9 West Main Street was discussed. American Water should be fixing this soon.

Fire Department Report: Nothing to report

Attorneys Report:

Attorney Jordan stated that everything he had was covered in other reports.

Clerks Report:

The Clerks report and financial report were in the Board Packet.

Registrar Report:

Registrars Report is in packet

Youth Report:

Youth Report in packet. Youth Director Wilkins indicated they had a great summer program with over 200 kids. The After School Program was now in session and this year they had been given a room to use which was a huge benefit for the kids and the counselors.

The issue was also addressed about a letter received from a parent in regards to the summer program. This parent was also in attendance at the meeting. The parent stated her children were being bullied and beat up at the Summer Program and felt that it was not being addressed or handled by the staff. Director Wilkins stated that the issues had been handled and that she wanted the camp to be a safe place for the kids to go. The Board felt that an anti-bullying policy should be in place and that the Village should look into more training for the staff on how to handle these situations and problem solving techniques. The Youth Director will look into this and prepare a report for the Board at the next month's meeting.

Historian Report: No report

Assessors Report: Nothing to Report

Zoning Enforcement Report:

A report was in the board Packet. At The Zoning Enforcement Officers request, The Board also discussed the need to update the sign ordinance as soon as possible.

Library Report:

Report is in the packet. The Librarian also stated that she was having a problem with the lock on the door. The DPW superintendent felt that it is human error and that it is not getting properly locked in the evenings when people leave.

Zoning: Nothing to Report

Planning: Nothing to Report

Property Complaints:

Ackley Building- Attorney Jordan stated the paperwork has been filed with the Court and we are just waiting for a Court date.

Projects:

Fire House Committee-

The Engineer is currently working on a cost estimate.

Economic Development-

Trustee Kelly and Trustee Lederer-Barnes made some edits to the survey and plan to have it ready at the Apple Festival to hand out. They also hope to get these into some of the local businesses. They hope this survey will help determine what people want in Cambridge, and what they like about Cambridge.

Community Partnership- Nothing to report

Main Street Pedestrian Improvements-

A discussion was held about the issues that need to be addressed on West Main and South Union. Trustee Lederer-Barnes indicated that we still had not heard from Barton & Longuidice with a possible resolution. We also have not yet received an Invoice for the initial work or for any adjustments and corrections that need to be completed.

Landfill Closure-

The proposal was submitted to the County for review.

Personnel Manual-

Mayor Robertson stated he needed to review a few things with Attorney Jordan and that he would be in touch with him on Friday.

Old Business:

Generator Proposal-

The Board reviewed the one bid we received but decided to table this due to cost.

Myrtle Avenue Easement-

The Board discussed the right of way on Pleasant Street extension. The owner of the property at 12 Myrtle Avenue pays taxes on the right of way and owns the property. The Village owns the right of way only. The Board will table this discussion until executive Session.

Standard Workday Reporting Resolution-

The Clerk will email Attorney Sellar-Ryan regarding this.

Dog Control Officer:

The Board held a lengthy conversation on the Dog Control Officer issue in the Village of Cambridge. According to New York State the responsibility of the dog officer is to handle the dogs at large, dogs in dangerous situations, or a threat. The dog officer is not responsible to enforce the local laws regarding the animals. According to the Village Law the Village can seize the animal but the Village has nowhere to house them. The Police can issue an appearance ticket to someone in violation of the local law but it is up to the Judge and the Assistant District Attorney to prosecute and issue fines. The Clerk will talk to the Greenwich Village Clerk and get a copy of the contract that they with Animal Control Officer Ed Holland and the Board can look at this possibility also. Trustee Regan offered to contact other municipalities to inquire about their animal control contracts.

New Business:

Motion made by Reagan, Second by Kelly, RESOLVED: That the Village Board approves the application for Voluntary Coverage to the NYS Workers compensation board to cover all employees for whom disability benefits are not required by law.

Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4-0

Motion made by Kelly, Second by Reagan, RESOLVED: That the Village Board enter into a contract with the Cambridge Valley Senior Citizens. The contract term will run from September 2012 to August 2013. The Contract ensures that the seniors provide a list of Senior Citizens in the Village that may require special assistance during an emergency. In turn the Village will donate \$500.00 to the Senior Citizens for that fiscal year.

Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4-0

Motion made by Lederer-Barnes, Second by Reagan, RESOLVED: That the Board approves Trustee Kelly to complete the paperwork for the LARAC Grant. This grant will provide up to \$2,000.00 to have the concert in the park series return to Cambridge for next year.

Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4-0

Inventory Guidelines: Trustee Reagan typed up a memo regarding the inventory guidelines she and the Clerk had come up with. These were compiled through information they found from Washington County, and the NYS Office of the Comptroller.

No other Business before the Board

At 9:44 PM, by motion of Reagan, Second by Kelly, the Board adjourns into EXECUTIVE SESSION following a brief recess.

Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4-0

At 10:24 PM, by motion of Kelly, Second by Reagan, the Board reconvened into REGULAR SESSION.

Vote: Dupuis, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4/0

Motion made by Lederer-Barnes, Second by Reagan, RESOLVED: That the Village of Cambridge allows the Village Attorney to start the paperwork to abandon the street known as Pleasant Street Extension.

Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, abstain; Reagan, aye. Carried: 3-0-1

Motion to Adjourn the Meeting at 10:25pm by Motion of Reagan, Second by Lederer-Barnes.

Vote: Robertson, aye; Lederer-Barnes, aye; Kelly, aye; Reagan, aye. Carried: 4/0

The Board audited and approved Abstract for vouchers

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Bethany L. Witham, Clerk