

**VILLAGE OF CAMBRIDGE
56 NORTH PARK STREET
CAMBRIDGE, NEW YORK 12816**

MINUTES – BOARD OF TRUSTEES MEETING, APRIL 5, 2017

Mayor Carman Bogle
Trustee Stephen Robertson
Trustee Scott Lucey
John Patterson
Trustee Steve Robertson
Trustee Kate Cruz
Trustee James Sweeney
Lance Allen Wang
Lester Losaw
Chief George Bell
Tracy Schneider
William McCarty
Matt Toleman
Warren Coolidge
Sara Kelly
Scott Smith
Evan Lawrence
Christina Becker
Lisa Pembroke
Kim Cossey
Chris Cavaliere
Cait Johnston (Salem Journal)
Christine Lulla
Kathy Clark
Aaron Jansen (Eagle News)
Alan Davis
Morgan Keith
Gary Bolton

1. Swearing in of Trustees Sweeney and Cruz and Mayor Bogle.
2. Mayor's welcome; opened public hearing for LL#2 (Winter Parking in Village Lot).
3. Mayor welcomes public opinion. None on LL#2. Invites opinion on other issues – solicits input on Tour of Battenkill.
 - a. Lisa Pembroke – speaking about Tour of Battenkill; wants to ensure that what was verbally agreed with Mr. Drake is what's in his application. Ideally would prefer this would not happen over this weekend, however, Mr. Drake has been somewhat flexible in accommodating the balloon festival. Big question is on parking.
 - b. Christine Lulla (representing Tour) states that this will be less obtrusive than previous events, and times are well sync'ed.

- c. Kathy Clark – we will be doing a softball tournament that weekend. Impacts?
- d. Warren Coolidge – Against. Concerned about complications to balloon festival because the numbers will be down and people coming into town dealing with street closures could be discouraged. This is very polarizing to the community and has been for a while. There's a lot of back and forth. Mayor – there has been complaints about behaviors. Sara – majority of Chamber is pro bike race.
- e. Christine Lulla – cyclists are given clear guidance on behavior. There is a volunteer NFP program.
- f. Alan – if we get 3000 more people here it may help considering the potential losses from a balloon festival due to the changes in this year.
- g. Christina Becker – I hate the race, but I'm for it.
- h. Morgan Keith – I would be more comfortable if Mr. Drake would guarantee a donation to the Chamber of Commerce. Mayor – we will be assessing Mr. Drake if he runs our overtime, just as we would assess the Chamber if Friday night parade results in additional overtime.
- i. Lisa Pembroke – Keep in mind that the Chamber is not for profit. Mr. Drake's Anthem Sports is for profit and making money on this.
- j. Evan Lawrence – what is going on at school that it can't be used? Leech field issues. Balloons will launch from several locations throughout the weekend. Nothing set in stone yet.
- k. Chief: I'm in favor of this. Excuses that we can't get to the Shur-Fine – it can be done but think ahead.
- l. Trustee Kate Cruz – everyone is working together, stay on it.

MOTION:	Approve parade request by Anthem Sports for Tour of the Battenkill Invitational on 6/3/2017; no variation authorized on itinerary and timetable; approval based upon receipt of insurance documentation.				
Made by:	Trustee Robertson				
Second by:	Trustee Sweeney				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

- 4. Tracy Schneider: Question on youth center. CYC doesn't know what is going on there this summer. What is going on?
 - a. May hold off on move until middle of May, although we want to be up and running by 1 May.
 - b. Mayor has letter going out this week.
 - c. How are the kids getting from school to program? Mayor says school is willing to bus because we are trading services with them.
 - d. Trustee Robertson – some Dept Heads do not attend these meetings; if they did, they would know this information and would be able to pass it on.

- e. My personal feeling is that the summer program was excellent last year. If we can continue that same sort of program, it would be beneficial.

5. Close hearing on LL2 (winter parking). Steve, Scott.

MOTION:	Close hearing on LL2 of 2017 (winter parking)				
Made by:	Trustee Robertson				
Second by:	Trustee Lucey				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

MOTION:	Approve Local Law 2 of 2017 (Winter Parking)				
Made by:	Trustee Robertson				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

6. Open hearing for LL3 – Scott, Kate. All aye.

MOTION:	Open hearing for LL3 of 2017 (Nuisance Law)				
Made by:	Trustee Lucey				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

ORGANIZATIONAL MEETING

7. Read appointments. Approve appointments list as written.
- a. Deputy Mayor: Stephen Robertson
 - b. Auditors: *Pend. update of internal control measures.*
 - c. Assessor: William R. McCarty
 - d. Clerk, Deputy Treasurer: Lance Allen Wang
 - e. Treasurer, Deputy Clerk: Lester Losaw
 - f. Tax Collector: Lance Allen Wang
 - g. Registrar of Vital Statistics: Lance Allen Wang
 - h. Deputy Registrar of Vital Statistics: Lisa Austin-Cuddihy

- i. Fire Police: Gerald Aiken, Timothy Jansen, Alvon McCauley, and David Webster
- j. Court Clerk: Lisa Austin-Cuddihy
- k. Historian: Mary Anne McAvoy
- l. Librarian: Christina Becker
- m. Public Safety Officer: Chief George Bell
- n. Superintendent of Public Works: Paul M. Toleman
- o. Youth Director: *Pending*
- p. Zoning Enforcement Officer: Chris Cavaliere
- q. Planning Board Chair: Richard Sweeney
- r. Zoning Board of Appeals Chair: John Schauer
- s. Planning/Zoning Board of Appeals Clerk: Dani Robertson

MOTION:	Approve appointments list as written				
Made by:	Trustee Lucey				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Abstain	Y	Y	Y

8. Official Newspaper:

MOTION:	Approve The Eagle as the official newspaper for the Village of Cambridge				
Made by:	Trustee Cruz				
Second by:	NONE (not seconded – motion tabled)				
Vote:	CB	SR	KC	JS	SL

9. Monthly Meetings –

MOTION:	Regularly scheduled monthly Board meetings will be held on the first Wednesday of the month at 7:00p.				
Made by:	Trustee Robertson				
Second by:	Trustee Lucey				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

10. Next Organizational Meeting. SR, JS. All aye.

MOTION:	Next organizational meeting will be on 4/4/2018.				
Made by:	Trustee Robertson				
Second by:	Trustee Sweeney				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

11. Policies.

- a. Smoking Policy (4/2/14)
- b. Sexual Harassment Policy (8/6/14)
- c. Internet Use Policy (8/6/14)
- d. Workplace Violence (8/6/14)
- e. Rules of Ethical Conduct Policy (8/28/15)
- f. Equal Employment Opportunity (2/2/98)
- g. Americans with Disabilities Act (2/2/98)

MOTION:	Current Smoking, Sexual Harassment, Internet use, Workplace violence, Ethical conduct, EEO, and ADA policies remain in effect until superseded.				
Made by:	Trustee Sweeney				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

12. Section 14 –

MOTION:	Approve waiver of Section 14 of v/o Cambridge Ethic Policy for the following Section 14 Disclosures: TOLEMAN, LUCEY, BOGLE, SPIEZIO				
Made by:	Trustee Robertson				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Abstain	Y	Y	Y	Abstain

13. Section 14 -

MOTION:	Approve waiver of Section 14 of v/o Cambridge Ethic Policy for the following Section 14 Disclosures: ROBERTSON				
Made by:	Trustee Lucey				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Abstain	Y	Y	Y

14. Advance Approval –

MOTION:	The Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.				
Made by:	Trustee Robertson				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

15. Reimbursement –

MOTION:	The Board of Trustees will approve reimbursement to Village officers and employees who use their personal automobiles while performing their official village duties at a rate of 53 cents per mile.				
Made by:	Trustee Lucey				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

16. Training –

MOTION:	The Clerk and Treasurer are authorized to attend the NYCOM Fall Training School; Planning Board and Zoning Board of Appeals members are authorized to attend the Saratoga County Planning and Zoning Conference.				
Made by:	Trustee Sweeney				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

17. Depository –

MOTION:	Glens Falls National Bank is the official depository for all monies received by the village treasurer, clerk, and receiver of taxes for the Village of Cambridge.				
Made by:	Trustee Robertson				
Second by:	Trustee Sweeney				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

18. Village Fees – No change from 2016-17

MOTION:	Approve 2017-18 Village Fee Schedule				
Made by:	Trustee Lucey				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

REGULAR BOARD MEETING

19. Minutes:

a. 3/1/17: Board Meeting minutes.

MOTION:	Approve 3/1/17 Board Meeting minutes as written				
Made by:	Trustee Lucey				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

b. 3/22/17: Board Meeting minutes.

MOTION:	Approve 3/22/17 Special Board Meeting minutes as written				
Made by:	Trustee Robertson				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

20. Treasurer –

a. Unpaid Bills

MOTION:	Approve March 2017 statement of unpaid vouchers totaling \$30,365.17 and paid vouchers totaling \$4878.80 pending audit of individual vouchers.				
Made by:	Trustee Robertson				
Second by:	Trustee Lucey				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

b. Additional items:

MOTION:	Approve withdrawal of \$15,025.00 from Police Reserve Fund in order to complete emergency purchase, with waiver of 30 day notice.				
Made by:	Trustee Lucey				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

MOTION:	Approve Budget Adjustment #1 for 2016-17 Budget to adjust accounts to reflect actual expenditures in Fiscal Year 2016-17.				
Made by:	Trustee Lucey				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

21. Approve parade request for 5/20.

MOTION:	Approve parade request by Anthem Sports for Tour of the Battenkill on 5/20/2017 pending receipt of insurance.				
Made by:	Trustee Lucey				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

22. Mayor's report.

- a. Spoke about Sen. Little forum.
- b. NYS Urban Forestry grant
- c. Rethinking Streets
- d. "Cambridge Day" on alumni weekend?
- e. Budget Hearing on Thurs 4/13.
- f. Meaghan Wilkins will be resigning from Youth. We will look to merge on-site coordinator with Youth Director.

- g. Meeting with Greg Mumley tomorrow to further discuss energy efficient communities.

23. Fire per report.

- a. We will be surplusng 30-35 helmets.

MOTION:	Declare all Cairns 880 helmets from 2004 as surplus.				
Made by:	Trustee Robertson				
Second by:	Trustee Lucey				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

24. DPW per report.

- a. Have American Water repair area in front of Mayor's house – area is sinking where they repaired.
- b. Authorize beginning of compressed 4/10 schedule for DPW beginning May 3, 2017.

MOTION:	Authorize beginning of compressed (4/10) schedule for DPW beginning on 5/3/2017				
Made by:	Trustee Robertson				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

25. Police per report

- a. Declare 2010 PD Jeep surplus; sealed bid auction to be opened at May meeting.

MOTION:	Declare 2010 Police Department Jeep SUV as surplus; sealed bid auction to be opened at May meeting				
Made by:	Trustee Robertson				
Second by:	Trustee Lucey				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

26. Youth:

- a. Appoint Naomi Marsh, Ashleigh Morris, and Austin Hackman to Youth Committee. Mayor recuses based upon her son being appointed. Appoint Naomi Marsh, Ashleigh Morris, and Austin Hackman to Youth Committee.

MOTION:	Appoint Naomi Marsh, Ashleigh Morris, and Austin Hackman to Youth Committee.				
Made by:	Trustee Lucey				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Abstain	Y	Y	N	Y

27. Assessor. Filed final assessment roll.

28. ZEO: Busy March. Per report.

- a. Discussed fence issue adjacent to Scott Smith's property.

29. Close public hearing for LL3 of 2017.

MOTION:	Close hearing on LL3 of 2017 (Nuisance Law)				
Made by:	Trustee Sweeney				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

MOTION:	Approve LL3 of 2017 (Nuisance Law)				
Made by:	Trustee Sweebet				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

30. Attorney: Have not heard anything from MobilITE regarding antenna in the village.

31. Historian per report.

32. Librarian:

- a. Received holiday match grant from Stewarts Shops for 1200 dollars, pays for summer reading program.
- b. Hubbard Hall programs
- c. 1st year running pre-school story hour during the summer.
- d. Additional programs

33. Clerk

- a. Personnel SOP
- b. Salt Barn meeting with DEC/DPW
- c. Parade Request Legion pending receipt of insurance.

MOTION:	Approve request by Maxson Post 634 for Memorial Day Parade Mon. 5/29 pending receipt of insurance				
Made by:	Trustee Lucey				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

- d. Wastewater Study Project Team info

34. Enter executive session in order to discuss ongoing litigation and personnel issues.

MOTION:	Enter Executive Session in order to deliberate assessment complaints, discuss personnel matters and ongoing litigation pertinent to the Village.				
Made by:	Trustee Robertson				
Second by:	Trustee Cruz				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

35. Close exec session:

MOTION:	Close Executive Session				
Made by:	Trustee Cruz				
Second by:	Trustee Robertson				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

36. Actions completed during Executive Session

- a. Discussed towing incident from 2/17
- b. Motion:

MOTION:	Accept claim by Linda Springer for incident on 2/17 which occurred on the north side of W Main St with an address of 42 West Main St. wherein the claimants vehicle was towed at Direction of Village DPW resulting in a necessity of her paying towing charges to F&D Auto for \$107.07.				
Made by:	Trustee Sweeney				
Second by:	Trustee Lucey				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y

37. Adjourn:

MOTION:	Adjourn				
Made by:	Trustee Cruz				
Second by:	Trustee Sweeney				
Vote:	CB	SR	KC	JS	SL
	Y	Y	Y	Y	Y