

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
18 DECEMBER 2019  
7:30 P.M.  
REGULAR MEETING  
DRAFT MINUTES

The Board of Trustees of the Village of Brewster held a regular meeting at 7:30 PM, on December 18, 2019 at Village Hall, 50 Main Street, Brewster, NY 10509.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees; Mary Bryde, George Gaspar, Tom Boissonnault  
Village Police Chief: John Del Gardo  
Village Engineer: Todd Atkinson  
Village Counsel: Anthony Molé  
Clerk & Treasurer: Michelle Chiudina  
Deputy Clerk-Treasurer: Donna Milazzo

Absent:

Donna Milazzo

Pledge to flag.

Notation of Exits

Mayor Schoenig asks the public to stand for a moment of silence to honor Richard Stockburger, who passed away over the weekend.

Mayor Schoenig motions to open the regular meeting, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.

**Regular Meeting**

1. Lisa Kaslyn, Prosper Communications, Inc. Ms. Kaslyn gives a presentation on her ideas for spreading information to the village residents. She discusses a hybrid approach, with a newsletter with user friendly website which will allow for more stories, and the ability to translate. Ms. Kaslyn addresses the necessary updates to the website. Deputy Mayor Piccini asks if there will ever come a day where a print copy won't be necessary, and Ms. Kaslyn says it will come one day but right now it is expensive to keep up and recommends moving to a digital model exclusively. Trustee Boissonnault asks if it will be difficult to generate stories, and Ms. Kaslyn says that she will be helping to gather more content. Consultant Hansen also mentions that we have asked a website designer named Ellen Rothwax to help with the website, who has helped tremendously with routine maintenance. Trustee Bryde asks if the Village Board wants to expand out and include stories happening in Putnam County and the Board agrees that we are a part of Putnam County and those stories should be included. Mayor Schoenig states that the Board will review the contract and make a decision at the next meeting on January 15, 2020.
2. Fred Bomba representing the Walter Brewster House which is a historical house explains they have developed a capital improvement plan for the restoration of the Walter Brewster House. They want to apply for NYS grants and matching funds for the house but part of the process is demonstrating the use of the facility by the community. One idea is summer concerts open to the community, also trying to involve local merchants. Utilizing Walter Brewster House will help in applying for the grants which is a highly competitive process. Mr. Bomba is requesting that the Board allow for parking at Wells Park during these events. Trustee Bryde mentions that because there is no list of events, and we would need to coordinate with the Walter Brewster House to ensure that there are no conflicts in scheduling. Tom Boissonnault will be the contact to coordinate future advents requiring Wells Park. Mr. Bomba asked if the Town has any funds to put into the restoration of the Walter Brewster House. Clerk Chiudina said the Village does not have funding for this but to check with the Town of Southeast. Mayor Schoenig motions to allow the Walter Brewster House to use the parking lot at Wells Park, pending dates of activities and a certificate of insurance, covering the Village.
3. Planning Board Appointment. Mayor Schoenig states the duties as a member of the Planning Board and motions to appoint Katy New to the Planning Board, Trustee Bryde 2<sup>nd</sup>, all in favor 5 to 0. Clerk Chiudina swears in Katy New to the Planning Board.
4. Monthly Reports

- 4.1. November, 2019 Planning Board Report – Rick Lowell delivers the Planning Board Report for November, 2019 and notes that there was no pending business in November and the December meeting will be postponed to a later date. Mayor Schoenig motions to approve the November 2019, Planning Board report, Trustee Gaspar 2<sup>nd</sup>, all in favor 5 to 0. Copy of report will be attached to the minutes.
- 4.2. November, 2019 Police Report – Chief Del Gardo delivers the November, 2019 Police Report. Trustee Bryde mentions the handicapped parking being an issue again and asks if people are surprised when they get a ticket. Chief Del Gardo explains yes that most people are. Trustee Bryde asks about disobeyed signs, cell phones, stop lights, harassment and a possible protest at St. Lawrence which never materialized. Trustee Bryde also questioned suspicious vehicles and disorderly intoxicated people in the Village. Chief said they checked out the suspicious vehicles and each time it was okay. Most times when the police arrive to the location that was called in for intoxicated people, they are not there. Trustee Bryde asked about the accidents and Chief says they were in all different areas and nothing major. There was a call for a 4-year-old missing child; Chief said the child walked out with minimal clothing. The Chief called the state police for backup, and they found the child on Carmel Avenue at the babysitter’s house. The child was attempting to go back to his home. Mayor Schoenig motions to approve the November, 2019 Police Report, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0. Copy of report will be attached to the minutes.
- 4.3. November, 2019 Code Enforcement Report – Bill Scorca delivers the Code Enforcement Report for November, 2019. Mr. Scorca mentions the various projects in the Village and updates to those projects. Mayor Schoenig motions to approve the November, 2019 Code Enforcement Report, Trustee Gaspar 2<sup>nd</sup> all in favor 5 to 0. Copy of report will be attached to the minutes.
- 4.4. November, 2019 Zoning Board of Appeals Report – tabled.
- 4.5. November, 2019 Engineer’s Report – Village Engineer Todd Atkinson delivers the Engineer’s Report for November, 2019. Trustee Bryde mentions that the average daily flows for October and November 2019 are the same and Mr. Atkinson says that the flows are back to normal and steady. Mayor Schoenig motions to accept the November, 2019 Engineer’s Report, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0.
  - 4.5.1. Trustee Gaspar mentions a proposal from Bottege to provide trucks, signage, culverts and asphalt as well as permits, which would save about \$4,000, for the catch basin on North Main Street. Mr. Atkinson says that the Village Department of Public Works will be able to handle the work needed.
5. Resolution for Proof of Signing Authority for US BANK Escrow Contract: Deputy Mayor Piccini motions to approve Resolution 121819-1 to appoint Village Clerk and Treasurer Michelle Chiudina and Mayor James Schoenig as the Signing Authorities in that order for the sewer bond refunding US BANK escrow contract, Trustee Gaspar 2<sup>nd</sup> all in favor, 5 to 0. Resolution adopted.
6. Release of the BBL Construction Performance Bond of \$10,000. Mayor Schoenig motions to release the \$10,000 performance bond to BBL Construction, Trustee Gaspar 2<sup>nd</sup>, all in favor, 5 to 0.
7. Correspondence sent & received for November, 2019 – Trustee Bryde asks if the Mayor has met with Mr. Tandy about the issues with the court and Mayor Schoenig says that he has not. Mayor Schoenig motions to approve the correspondence sent & received for November, 2019, Trustee Bryde 2<sup>nd</sup> all in favor, 5 to 0. Copy of the correspondence will be attached to these minutes.
8. Minutes for approval;
  - 8.1. November 20, 2019 Regular Meeting Minutes – Trustee Bryde motions to approve the November 20, 2019 minutes, Trustee Gaspar 2<sup>nd</sup> all in favor, 3 to 0. Mayor Schoenig and Deputy Mayor Piccini abstain. Copies of the minutes will be attached to the minutes.
  - 8.2. December 4, 2019 Organization Meeting Minutes – Trustee Bryde motions to approve the December 4, 2019 Organization Meeting minutes, Trustee Gaspar 2<sup>nd</sup> all in favor, 4 to 0. Deputy Mayor Piccini abstains. Copies of the minutes will be attached to the minutes.
9. Vouchers Payable – Deputy Mayor Piccini reviewed the vouchers today and found everything in order.
 

|            |  |             |
|------------|--|-------------|
| 9.1. A -   | GENERAL FUND                           | \$51,305.14 |
| 9.2. C –   | REFUSE & GARBAGE                       | 19,300.10   |
| 9.3. EN -  | ENGINEERING FEES ESCROW                | 2,110.50    |
| 9.4. F -   | WATER FUND                             | 52,348.67   |
| 9.5. G -   | SEWER FUND                             | 118,059.73  |
| 9.6. H63 - | TONETTA BROOK MARVIN AVE. HEADWALL     | 4,441.49    |
| 9.7. H64 - | STREET MILLING & PAVING PROJECT - 2019 | 1,679.00    |

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Total Vouchers Payable \$252,256.20

Mayor Schoenig motions to approve the Vouchers Payable as written, Deputy Mayor Piccini 2<sup>nd</sup>, all in favor, 5 to 0.

10. Other Business

10.1. Trustee Bryde mentions that the tree-lighting and celebration following was a success and mentions that the new tree looks great. She also mentions that she and Amy Campanaro have gone through all the stores on Main Street to ask them to decorate their store fronts and hang a sign in the window notifying the public of the tree lighting. She also mentions that the tree's decorations and baskets will be removed on or about January 6<sup>th</sup>.

10.2. Trustee Boissonnault also mentions the tree lighting was a success. He also suggests that more communication and designation of roles should be established next year to make the event even more successful.

10.3. Deputy Mayor Piccini would also like to include that the after party at the Village offices should have gluten free and egg free options.

11. New Business

11.1. Trustee Gaspar would like to know if the Department of Public Works could put together a list of major updates that are needed for the Village office.

11.2. Consultant Hansen presents to the Board pictures of items in the DPW warehouse, including bikes and chairs that need to be either sold or thrown away. Mayor Schoenig asks Rick Lowell to send him information about where to donate these items and the Board agrees they should have the bikes donated but the other items can be thrown away.

12. Public Comment

12.1. Rick Lowell thanks the Board for putting up the fence on the hill by Casino Street and sees a huge difference in the amount of traffic on that road. Mr. Lowell also mentions that the catch basin on Casino Street that is no longer in use and the Board will mention to Domenic Consentino to see that it is fixed.

12.2. Southeast Councilman John Lord asks about the bar racks that are being cleared out near the Tonetta Brook retrofit and the Wells Brook retrofit and Consultant Hansen explains that these are cleaned out by the County because they are outside of the Village. Councilman Lord also mentioned he attended the Brewster school board meeting in November and the district is looking into student residency.

13. Mayor Schoenig would like to thank Peter Hansen for all of his work and appreciates everything he has done for the Village of Brewster.

14. Executive Session

15. Mayor Schoenig motions to adjourn the regular meeting, Trustee Gaspar 2<sup>nd</sup> all in favor 5 to 0.

# **NOVEMBER 2019 MONTHLY REPORT**



**POLICE CHIEF**  
**John Del Gardo**

**VILLAGE OF BREWSTER POLICE DEPARTMENT**  
MONTHLY REPORT

To: Mayor James Schoenig - Board of Trustees  
 FROM: Police Chief John Del Gardo  
 NOVEMBER 2019

|                                |     |
|--------------------------------|-----|
| <b>911 CALLS</b>               | 64  |
| <b>WALK IN COMPLAINTS</b>      | 3   |
| <b>TOTAL CALLS FOR SERVICE</b> | 67  |
| <b>FOOT PATROL</b>             |     |
| Main Street:                   | 24  |
| Residential:                   | 46  |
| M.T.A Station:                 | 62  |
| <b>TOTAL HOURS</b>             | 132 |
| Court Hours - Village          | 24  |
| Court Hours - S.E.             | 62  |
| <b>TICKETS</b>                 |     |
| Uniform Traffic Tickets:       | 160 |
| Parking Tickets:               | 86  |
| Local Ordinance                | 1   |
| <b>TOTAL TICKETS</b>           | 247 |
| <b>ARRESTS</b>                 |     |
| CASTRO 512 ARRESTS             | 2   |
| SAMPLE CPW ARREST              | 1   |
| MENDELSON 511 ARREST           | 1   |
| <b>TOTAL ARRESTS</b>           | 4   |

|                         |         |          |
|-------------------------|---------|----------|
| <b>VEHICLE REPAIRS</b>  |         | \$974.73 |
| <b>VEHICLE MILEAGE</b>  |         | 4510     |
| <b>VEHICLE FUEL</b>     |         | 636      |
| <b>PEO STOCKBURGER</b>  | Tickets | 0        |
|                         | Hours   | 0        |
| <b>PEO BOISSONNAULT</b> | Tickets | 0        |
|                         | Hours   | 0        |

|                 |            |
|-----------------|------------|
| Security Detail | 2 Officers |
| Security Detail | 2 Officers |

|  |
|--|
| <b>911 DISPATCHED CALLS – 64 CALLS</b> |
|--|

**ASSAULT - 1**  
**ROBBERY -1 UNFOUNDED**  
**AIDED – 4**  
**EDP - 2**  
**VEHICLE ACCIDENT – 10**  
**DISPUTE - 7**  
**DISORDERLY/INTOX PERSONS - 8**  
**ASSIST PCSO/SP - 3**  
**FIRE ALARM - 3**  
**911 HANGUP - 3**  
**WELFARE CHECK - 2**  
**PARKING CONDITION - 3**  
**GAS ODOR/SPILL - 2**  
**SUSP VEHICLE - 3**  
**ANIMAL CONDITION - 1**  
**NO WATER COMPLAINT - 1**  
**WIRES DOWN - 1**  
**MISSING CHILD - 1**  
**HARRASSMENT - 2**  
**LOCKOUT - 2**  
**TRAFFIC LIGHT COMPLAINT - 1**  
**FOUND PROPERTY - 1**  
**DISABLED MOTORIST - 1**  
**PROTESTORS - 1**

**VILLAGE OF BREWSTER POLICE**

**SELECTIVE TRAFFIC ENFORCEMENT**

**NOVEMBER 2019**

**STOP SIGN - 89**

**CELL PHONE - 15**

**RED LIGHT - 12**

**SEATBELT - 3**

**DISOBEY SIGN - 6**

**U- TURN - 1**

**UNSAFE BACKING - 1**

**FAIL TO YIELD - 1**

**511- 512 ARREST - 3 (SUSPENDED LICENSE)**

**HANDICAP PARKING - 19**

**FAIL TO SIGNAL - 1**

**TOTAL - 151**







**MEMO TO:** Attendees

**FROM:** Todd W. Atkinson, P.E.



**DATE:** December 16, 2019

**SUBJECT: VILLAGE OF BREWSTER  
TONETTA BROOK MARVIN AVENUE HEADWALL PROJECT  
PRE-CONSTRUCTION MEETING MINUTES**

Subject meeting occurred at 10:00 AM on December 10, 2019 at the Village Hall, 50 Main Street, Brewster, New York 10509.

**Attendees:** Michelle Chiudina, Village of Brewster, Clerk  
Dom Consentino, Village of Brewster, Highway Superintendent  
Todd W. Atkinson, P. E., JRFA, Village Engineer  
Pat Bueti, Gianfia Corp.  
Vincent Sessano, Gianfia Corp.

The purpose of the meeting was to meet the responsible parties for the project, to clarify the responsibilities required of the Contractor as identified in the Pre-Construction Agenda and to review the project scope of work and schedule.

1. Attendees reviewed the items summarized in the Pre-construction Meeting Agenda (copy attached).
2. A designation of responsible personnel sheet will be provided by Gianfia Corp.  
Other designations:

|  |      |              |
|--|------|--------------|
| Todd Atkinson, P.E., Village Engineer          | JRFA | 845-363-1560 |
| Dom Consentino, Village Highway Superintendent | VOB  | 914-804-8343 |

3. The hours of work, per the contract, are 7:30 am to 5:00 pm, Monday through Friday.
4. Gianfia indicated that they don't intend to use subcontractors on the project.

5. Gianfia Corp. will coordinate work within the public right-of-way, including required roadway closures, pedestrian re-directions and commuter parking relocations with the Village Department of Public Works (DPW).
6. Gianfia Corp. confirmed that they will be calling in the "Code 53, Dig-Safe" buried utility markout before commencing any work.
7. Gianfia Corp. will forward a copy of their project construction schedule to Todd Atkinson.
8. Gianfia Corp. indicated that they intend to begin work on January 6, 2020 and believe work will be completed within four weeks time.
9. Gianfia Corp. indicated that their office is beginning to assemble the shop drawings for the project. Electronic (i.e., e-mail) shop drawing submittals are acceptable. Todd Atkinson requested that each shop drawing submittal is identified by a number with a description of the submittal included on a signed cover page.
10. The schedule for progress meetings will be established at a later date if needed.
11. JRFA will be providing part time construction inspection and administrative services.
12. Gianfia Corp. indicated that they would probably complete one pay requisition at the time of job completion.
13. JRFA has already coordinated required NYCDEP, NYSDEC and ACOE permits. Gianfia Corp. has been provided a copy of all permits and acknowledges permit requirements.
14. All equipment and materials will be staged on the project site.
15. A portable generator(s) will be used for temporary electrical power at the site.
16. Gianfia Corp. is responsible to provide portable sanitary facilities for workmen onsite.
17. Gianfia Corp. is responsible to provide line and grade controls and survey stake out for the project. Larry Lynn (845-463-2733) of Lynn Surveying completed the survey for the project.
18. Gianfia Corp. is responsible for safety on the job site and first aid procedures.
19. Gianfia Corp. will not be utilizing a construction trailer just a job work box.

Memo to Attendees  
Village of Brewster Tonetta Brook Marvin Avenue Headwall Project  
Pre-Construction Meeting Minutes  
December 16, 2019  
Page 3

Emergency responder contact list:

Police – Call 911

Fire – Call 911

Ambulance – Call 911

The meeting concluded at 10:45 AM.

TWA / jac

Attachments

Cc: File

Village of Brewster  
Tonetta Brook Marvin Avenue Headwall Project

**Pre-Construction Meeting Agenda**  
**Village of Brewster Village Hall**  
**50 Main Street, Brewster, NY 10509**  
**December 10th, 2019 10 a.m.**

1. Selected Contractor: Gianfia Corp.
2. Designation of responsible personnel
  - Names and Contact Information for:
    - Village of Brewster representative(s)
    - Contractor representatives
    - Engineer representative(s)
    - Agency / Utility representative(s)
      - NYCDEP
      - NYSDEC
      - USACOE
      - Verizon
      - NYSEG
      - Village of Brewster
3. Subcontractors
4. Coordination with other Village of Brewster activities
  - Pedestrian re-direct requirements
  - Commuter parking re-location
5. Construction Schedule
6. Processing of Shop Drawings
7. Processing of Field Decisions and Change Orders
8. Progress Meeting Schedule
9. Schedule of Payments
10. Coordination with Village of Brewster, NYC Department of Environmental Protection, NYS Department of Environmental Conservation, United States Army Corps of Engineers
11. Agency notification requirements
12. Permit Requirements
13. Contractor responsibility for coordination with all utility companies and Village of Brewster
14. Contractor responsibility for line and grade controls and stake out
15. Contractor responsibility for safety and first aid procedures
16. Field Offices/Storage of Materials
15. Miscellaneous
  - Soil Management

751 SIDDONS ROAD  
Brewster, New York 10509  
845-363-1509  
Fax 845-362-0485

[www.jrfa.com](http://www.jrfa.com)

VILLAGE OF BREWSTER

TONETTA BROOK MARVIN AVENUE HEADWALL PROJECT

December 10, 2019

10:00 AM

PRE- CONSTRUCTION MEETING SIGN IN SHEET

| NAME/EMAIL ADDRESS   | COMPANY             | TELEPHONE & FAX NO.               |
|--|---------------------|-----------------------------------|
| Pat Bueh<br>pbueh@giantincorp.com  | Giantia Corp        | 914-358-4601<br>914-391-7378      |
| Vincent Iessano<br>Vlessano@giantincorp.com  | Giantia Corp        | 914-758-4601<br>Cell 914-419-2729 |
| Donavic Casentiro<br><del>Village of Brewster</del><br>dcasentiro@brewsterville.ny.gov | Village of Brewster | 914 804 8393 Cell                 |
| TODD ATKINSON  | JRFA                | 845-224-9347                      |
| Michelle Chudina<br>mchiudina@brewsterville-ny.gov                                     | VOB                 | 845-279-3760                      |
|  |                     |                                   |
|  |                     |                                   |



179 Brady Avenue  
Hawthorne, NY 10532

Tel. 914.358.4601  
Fax 914.358.4603

December 5, 2019

Todd W. Atkinson, P.E.  
J. Robert Folchetti & Associates, LLC  
31 Sodom Road  
Brewster, NY 10509

Re: Emergency Contact List- Contract No. 19-266  
Tonetta Brook Marvin Avenue Headwall  
Village of Brewster  
Putnam County, New York

Dear Mr. Atkinson:

The following is a list of emergency contacts for the aforementioned project.

- |  |  |
|--|--|
| 1. <b>Nuno Pires- General Superintendent</b><br>Office (914) 358-4601<br>Cell (914) 391-7124     | 2. <b>Vincent Sessano- Project Manager</b><br>Office (914) 358-4601<br>Cell (914) 419-2729 |
| 3. <b>Frank Keller- Project Executive</b><br>Office (914) 358-4601<br>Cell (914) 246-7166        | 4. <b>Pat Bueti – Project Engineer</b><br>Office (914) 358-4601<br>Cell (914) 391-7378     |
| 5. <b>Vinny Pereira - Project Superintendent</b><br>Office (914) 358-4601<br>Cell (914) 403-0100 |  |

Sincerely,

Pat Bueti  
Gianfia Corp.





**VILLAGE OF BREWSTER  
MONTHLY PROGRESS REPORT**

|   |                  |              |
|---|------------------|--------------|
| <b>1. GENERAL INFORMATION</b>                                   |                  |              |
| Report No: 12 of 2019   | Date: 12/18/2019 | Contract No: |
| Facility Name: <b>VOB / EPA Stormwater Phase II Regulations</b> |                  |              |

|   |   |
|---|---|
| <b>2. ENGINEERS STATUS OF PROJECT</b> (Narrative description of the Upgrade Project tasks (and subtasks) undertaken by the Engineer as set forth in the Engineer's Contract and Scope of Work including : |   |
| <b>a.</b>   | <b>Activities completed this month (attach additional pages as needed):</b>   |
|   | <ul style="list-style-type: none"> <li>• Maintained monthly stormwater maintenance/good housekeeping reports quantifying the number of pounds of litter and the amount of sand cleaned up throughout the Village</li> </ul> |
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|   |   |
| <b>b.</b>   | <b>Status of activities in progress this month (attach additional pages as needed):</b>   |
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|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| <b>c.</b>   | <b>Activities scheduled (attach additional pages as needed):</b>  |
|   | <ul style="list-style-type: none"> <li>• Address any regulatory comments on the MS4 Annual Report</li> </ul>  |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

## November, 2019 Code Enforcement Report

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VILLAGE OF BREWSTER  
50 MAIN STREET  
BREWSTER, NY 10509  
(845) 279-3760

### NOVEMBER, 2019 SUMMARY REPORT

|                            |            | Year to Date |
|----------------------------|------------|--------------|
| A.1560 SAFETY INSPECTION = | \$1,605.00 | \$17,960.00  |
| A.2555 BUILDING FEES =     | 2,975.00   | 53,664.45    |
| A.2590 PROPERTY REG =      | 50         | 4,100        |

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|                      |            |           |
|----------------------|------------|-----------|
| TOTAL FOR NOVEMBER = | \$4,630.00 | 75,724.45 |
|----------------------|------------|-----------|

PERMITS: 9

VIOLATIONS: 6

INSPECTIONS: 1

CERTIFICATES: 9

PROPERTY REG: 0