

A regular meeting of the Board of Trustees of the Village of Cooperstown was held at the Village Office Building, 22 Main Street, Cooperstown, New York on December 20, 2017 at 6:30 p.m. Members in attendance were Mayor Jeff Katz, Trustees Ellen Tillapaugh, Cynthia Falk, James Dean, Bruce Maxson, Lou Allstadt and Richard Sternberg. Also in attendance were Village Treasurer Debra Guerin, Village Attorney Martin Tillapaugh, DPW Superintendent Mitch Hotaling, Zoning Enforcement Officer Jane Gentile, and Village Administrator – Teri Barown. There were six (6) members of the public present.

Mayor Katz called the meeting to order at 6:30 p.m. and led the pledge of allegiance.

**Bassett Healthcare – Jonathan Flyte and Tom Johnson, Chazen Company** – Presentation regarding parking lot and parking garage.

Mayor Katz stated that no application has been filed for the project as of yet, but Bassett is presenting tonight for the purpose of obtaining requirements for inclusion in the traffic study component of the proposed project.

Mr. Flyte reviewed the affected area of the project to include a parking lot on Riverside Drive and a parking garage and clinic building on Beaver Street. He noted that this would be a two phase project with the Riverside Drive lot occurring in Phase I. He stated the surface lot would add 140 spaces and the garage an additional 200 spaces for a total of 340. The clinical building would be 14,000 square feet per floor and be a two floor building.

Mayor Katz stated that Bassett will be paying for a traffic study to be prepared as well as covering the cost of our consultant to review the study. He asked if the Trustees had any questions or items to be covered in the study.

Dr. Sternberg asked how Bassett is prepared to handle the intersection of Susquehanna and Walnut and how they will mitigate the impact of school traffic in the morning and afternoon. He also inquired if the garage is going to be patient parking.

Mr. Flyte stated that the intersection of Susquehanna and Walnut is of particular concern to the hospital as this impacts a number of their employees and their concerns for their children. He stated that this has been discussed in numerous staff meetings. He stated in addition to that intersection; the hospital is proposing to include Beaver and Susquehanna, the driveway at Bassett Hall and the intersection of Pioneer and Beaver. He stated that the hospital may provide a crossing guard at Susquehanna and Walnut or revise the entrance depending on the outcome of the traffic study. He stated that the outcome of the study will drive the design of the project.

Mr. Allstadt inquired what the hospital will be doing to accommodate electric vehicles. Mr. Flyte stated that this will be part of the plan for various lots and the garage.

Mr. Maxson stated that Bassett should keep in mind that a lot of traffic coming down Susquehanna is heading to various employers not just Bassett and that bicycle traffic needs to be figured in as well.

Dr. Falk stated she would want to see the intersections of Susquehanna and Walnut, Susquehanna and Beaver, Beaver and Pioneer and Beaver and Fair for vehicle, pedestrian and bicycle traffic included in the study. She said she also would like to see how the loading dock at

Beaver and Fair is used, hours used and delivery. She noted that the Village has parking data in hard copy form showing trends where employees are parking and can make it available.

Mr. Flyte stated that the main thrust of the new parking will be for patients.

Ms. Tillapaugh stated she would re-emphasize the impact on the children coming down Walnut Street after school to go to the gym and would like to see the traffic study include the bridge area on Susquehanna Avenue. She said the study should include the time shifts at Bassett.

Mayor Katz stated that the time and Bassett shifts are important, as well as school times. He stated he would like Beaver and Chestnut intersection added. He noted that Ms. Barown would email a comprehensive list of inclusions in the traffic study tomorrow and will also send the list to our consultant for their thoughts.

**Public Comment** – There was no comments from the public.

**Minutes** - Ms. Tillapaugh made a motion to approve the minutes of the November 27, 2017 Trustee meeting with corrections as submitted. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

**Zoning Official's Report** – A copy of the Zoning Official's Report was provided in the Trustee packet.

Dr. Falk inquired as to the plans for use of 124 Main Street. Mrs. Gentile stated that the owner is looking to place three separate businesses in the space. Currently Coach's Corner plans to relocate to the space and possibly a hair salon. A convenience store of some sort is also being explored due to the loss of CVS and the general store.

24 Lake Street – determination regarding if the project is in the Waterfront Overlay District. Mrs. Gentile stated that the project has been sent to ZBA for an area variance for a porch over the current patio in the rear of the house.

Dr. Falk stated that the question for the Trustees is it is a continuation of a current use or is a special permit required. She stated that there aren't really any criteria in the law for making that decision.

Ms. Tillapaugh stated she feels that the property survey completed for Lake Front Park shows the pin inside the fence of the property at 24 Lake Street. She stated that we need to make sure the patio area is not part of the park.

Mr. Tillapaugh stated it is possible to have a survey conflict. Mr. Hotaling was instructed to review the survey and determine if the Village property line appears to be inside the fence. Mr. Tillapaugh stated that someone cannot adversely possess municipal property.

Dr. Falk stated she feels this is not a new use and not subject to obtaining a special permit from the Trustees.

Dr. Falk made a motion that the Board of Trustees determines that the proposed porch and patio in the rear yard of 24 Lake Street does not constitute a new use and therefore does not require a special permit. The Board of Trustees further determines that any new construction shall not encroach on Village property according to the 2016 Village of Cooperstown survey of Lake Front Park. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Proposed Local Law for Transient Rentals – Trustees reviewed the law and a few minor changes were proposed, which will be incorporated into the final language of the proposed law.

Mayor Katz made a motion to set a public hearing for the proposed local law for transient rental regulations on January 18, 2018 at 6:30 p.m. Ms. Tillapaugh seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Mayor Katz made a motion to declare the Board of Trustees as lead agency for SEQR review of the proposed local law. Dr. Falk seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Mayor Katz made a motion to refer the proposed local law to Otsego County Planning Department for review and recommendation. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Ms. Tillapaugh made a motion to accept the Zoning Official's Report as presented. Dr. Falk seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

**Permits** – Ms. Tillapaugh made a motion to approve the permit application for the Cooperstown 5K/Color Run and Walk as submitted. Dr. Falk seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

**Streets Committee** – A copy of the December committee minutes was provided in the Trustee packets.

Dr. Falk stated that there were no recommended changes to paid parking for the coming season other than to look at the way we communicate regulations on the machines. She stated she would be distributing the information on the screens and request any suggested revisions be submitted back to her so that she can communicate them to the company.

TEP Project – Dr. Falk noted a webinar on January 4 at 1 pm regarding trash cans that can compact and be secured.

Dr. Falk noted she has forwarded the transition plan and the next step is for Trustee review.

Dr. Falk made a motion to enter into a shared services agreement with the Town of Hartwick according to current resolution language with other municipalities. Ms. Tillapaugh seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

Mayor Katz made a motion to accept the Streets Committee report as presented. Dr. Sternberg seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

**Buildings Committee** – A copy of the December committee minutes was provided in the Trustee packets.

Cabin Fever Films in February were noted and that the Cooperstown EMS Squad will provide refreshments for the films.

Mr. Allstadt stated that Kevin Preston will be advising on how much the electrical entrances can handle regarding a proposed generator for the building.

Mr. Allstadt stated bids will be let soon for the gutters and elevators and we are still waiting for the architects to provide drawings for the window replacement for the building.

Mr. Allstadt stated that the CGP students prepared a study with the recommendation of leveling the floor in Gallery A as an alternate to a ramp or lift. They have also provided additional information regarding grant opportunities for this project.

Dr. Sternberg made a motion to thank the CGP students for their report and investigation of this issue. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

**Treasurer's Report** – A copy of the Treasurer's Report was provided in the Trustee packets.

Ms. Guerin noted that the AUD has been filed with the State and the sales tax report has been added to the previous submissions in the packet.

**Finance and Personnel Committee:**

**Finance:**

Trustees reviewed the November 2017 RBC Wealth Management statement. Investigation will be made into what firms can manage LOSAP accounts.

Ms. Tillapaugh made a motion to transfer from contingency A1990-470 for payment of Delaware Engineering Invoices (\$15,511.21) and Ray Holohan invoice (\$4725.00). Dr. Falk seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

Invoices over \$10,000 and invoices entered after reports were run for the month were reviewed.

Ms. Tillapaugh made a motion to approve pay application no. 3 of G. DeVincentis & Son for the Pioneer Street Reconstruction Project in the total amount of \$471,682.55. Dr. Falk seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

**Personnel:**

Trustees reviewed the overtime analysis for payroll 102 and 103 and the leave analysis for November 2017.

Abstracts and Transfers – Ms. Tillapaugh made a motion to approve the abstracts and transfers as submitted and on file with the original minutes. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

**Administrator’s Report:**

Ms. Barown reported that the Treasurer has discussed bonding for the TEP Project with Munistat and bond resolutions need to be adopted by the board at least a month prior to initial expenditure.

Ms. Barown stated that 2018-19 budget sheets will be distributed to department heads by the end of the month and that they can now be generated through the Village accounting system.

Ms. Barown said that she will begin working with an individual regarding lifeguard scheduling for the upcoming season.

Ms. Tillapaugh made a motion to accept the Finance and Personnel Committee and Administrator’s Report as presented. Dr. Sternberg seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

**Economic Development and Sustainability Committee** – A copy of the December committee minutes was provided in the Trustee packets.

Dr. Falk noted that a few months ago she, Ms. Barown, Mr. Hotaling and Chief Covert participated in a webinar regarding a Nixle notification system that not only can provide public safety notification but notification regarding special events as well. This will be looked at for the 2018-19 budget.

Dr. Falk made a motion to conduct an in-house survey regarding loading zones. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

She stated that the committee started discussion on location fees.

Dr. Falk made a motion to forward business and commercial district uses to the Planning Board to be reviewed for recommendations after completion of the tourist accommodation regulations are complete. Ms. Tillapaugh seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Mr. Maxson made a motion to accept the Economic Development and Sustainability Committee report as presented. Ms. Tillapaugh seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

**New Business:**

Mayor Katz stated he has provided a draft of drone regulations to Mr. Tillapaugh for review and possibly proposing a local law due to high profile events held in the Village.

Mr. Tillapaugh stated that as Mr. Zamelis would not approve rescheduling the argument on the Cooperstown Eagles variance appeal, he will need to have someone hired to go in his place, as he will be out of the Village on the date the arguments are scheduled.

Mayor Katz made a motion to adjourn to executive session at 8:15 p.m. for contract negotiations and the work history of a particular individual. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Ms. Tillapaugh made a motion to return to regular session at 8:52 p.m. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Ms. Tillapaugh made a motion to approve the probationary appointment of Dr. Jacob Gillette to the position of Wastewater Treatment Plant Operator Trainee at a salary of \$42,000 annually with a start date to be determined and one year probation from the start date. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg          Motion carried.

Mayor Katz made a motion to adjourn the meeting at 8:55 p.m. Ms. Tillapaugh seconded the motion and a vote had the following results:

AYES: Tillapaugh, Falk, Dean, Maxson, Allstadt, Sternberg                      Motion carried.

Respectfully submitted,

Teri L. Barown, RMC  
Village Administrator, Village of Cooperstown