

**Minutes of the regular meeting of the Village of Upper Nyack Board of Trustees held at
7:00 pm on Thursday, June 15th, 2023 held as a hybrid meeting.**

PRESENT	Karen Tarapata Michael Esmay Jeffrey Epstein Alison Crowther	Mayor Deputy Mayor Trustee Trustee
ALSO PRESENT	Georgia Grandstaff Richard Fortunato PO Niles Davies	Village Clerk Village Treasurer Clarkstown Police
ABSENT -	Kennon Rothchild III	Trustee

Meeting called to order at 7:00 pm.

- **Police Report (see recording).**
- **Code Enforcement Officer Report (see recording).**
- **Treasurer Report (attached).**

Motion to authorize payment due June 15th, 2023 for the public improvement bond with the principal amount \$95,000.00 and interest \$33,221.88 made by Trustee Esmay, seconded by Trustee Epstein, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein, and Esmay

NOES:

Abstain:

- **Zoning Inspector Report.**

Discussion: The mayor read the Zoning Inspector's report for March, April, and May as follows:

March: We received 3 building permit applications (all approved) and issued three Certificates of Occupancy.

Permit Fees collected: \$2,290, Board Applications: \$1,100

Total: \$3,400

There was one initial application review for the Planning Board and Architectural Review Board each.

April: We received 1 building permit application and issued one Certificate of Occupancy.

Permit Fees collected: \$3,479, Board Applications: \$300

Total: \$3,779

There was one initial application review for the Planning Board and Zoning Board of appeals each.

May: We received 2 building permit applications (2 approved) and issued three Certificates of Occupancy and one certificate of compliance.

Permit Fees Collected: \$2,700.75, Board Applications: \$300

Total: \$3,000.75

There were two initial reviews for the Planning Board and one for the Zoning Board of Appeals.

Violations and Orders to Remedy: 4

Stop Work Orders: 2

Zoning Inspections: 1

- **Miscellaneous Appointments.**

Discussion: Two appointments were mistakenly left off during the Village Board's Annual Meeting.

Motion to appoint Ellen Simpson as the alternate member to the Planning Board and Trustee Epstein as a Village Bank Account signatory for one year made by Trustee Esmay, seconded by Trustee Crowther, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther and Esmay

NOES:

Abstain:

- **Approve minutes from May 11th and May 18th meetings.**

Motion to accept the minutes from the May 11th, 2023 meeting made by Trustee Epstein, seconded by Trustee Crowther, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein, and Esmay

NOES:

Abstain:

Motion to accept the minutes from the May 18th, 2023 meeting made by Trustee Crowther, seconded by Trustee Epstein, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein, and Esmay

NOES:

Abstain:

- **River Hook Trailway bid discussion.**

Discussion: The mayor read the bid opening results. The Village negotiated with the lowest bidder to bring the project under budget (\$300,000.00).

Motion to accept the bid for Riverhook Trailway Project from Belleville Landscaping made by Trustee Crowther, seconded by Trustee Esmay, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein, and Esmay

NOES:

Abstain:

- **Set public hearing for proposed Local Law #7 of 2023 amending the Parking Law.**

Discussion: The Village of Upper Nyack Parking Law must be updated to include the newly dedicated street (Badi Drive).

Motion to set a public hearing for proposed Local Law #7 of 2023 amending the Parking Law for July 20th, 2023 made by Trustee Epstein, seconded by Trustee Crowther, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein and Esmay

NOES:

Abstain:

- **Approval of Elmwood Playhouse scavenger hunt at River Hook Preserve.**

Discussion: Elmwood Playhouse requested to have a scavenger hunt event at the River Hook Preserve.

Motion to allow the Elmwood Playhouse to host a scavenger hunt event on the River Hook Preserve pending proof of insurance made by Trustee Epstein, seconded by Trustee Crowther, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein, and Esmay

NOES:

Abstain:

- **Discussion of Tow Away Zone sign to school parking area.**

Discussion: The board discussed the new “no parking” zone near the elementary school and whether or not it should be a “tow away zone” as well. The board decided to monitor the situation and revisit the topic later in the year.

- **Discussion of new resident packet.**

Discussion: Tabled until the next meeting.

- **Accept gift from resident.**

Discussion: Resident donated an ATV to the Village preserve (Friends of River Hook).

Motion to accept gift of a 2004 Yamaha Rhino from the Friends of River Hook made by Trustee Crowther, seconded by Trustee Esmay, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein, and Esmay

NOES:

Abstain:

- **Discussion of LWRP.**

Discussion: The application for the grant to pay for a consultant is in the works - the Village must find a new consulting firm to write the proposal.

- **Adjournment**

Motion to adjourn the regular meeting of the Board of Trustees made by Trustee Crowther, seconded by Trustee Epstein, and so accepted.

On Call for a Vote:

AYES: Mayor Tarapata, Trustees Crowther, Epstein, and Esmay

NOES:

Abstain:

Meeting Adjourned at 7:52 pm.

Village of Upper Nyack
Balance Sheet
As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
NY Class-Capital Projects 002	626,646.49
NY Class-General Fund 001	1,311,436.77
Webster-General Operating 693	16,278.68
Webster-General Payroll 706	91,356.24
Webster-Trust & Agency Fund714	10,801.17
Total Checking/Savings	2,056,519.35
Total Current Assets	2,056,519.35
TOTAL ASSETS	2,056,519.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due To/From Other Funds	
Capital Projects Fund Payable	604,038.00
Trust & Agency Fund Payable	10,774.00
Total Due To/From Other Funds	614,812.00
Security Deposit - Rent	2,000.00
Total Other Current Liabilities	616,812.00
Total Current Liabilities	616,812.00
Total Liabilities	616,812.00
Equity	
3900 Retained Earnings	41,662.04
3950 Unappropriated Fnd Balance	1,521,203.50
Net Income	-123,158.19
Total Equity	1,439,707.35
TOTAL LIABILITIES & EQUITY	2,056,519.35

Village of Upper Nyack
Profit & Loss Budget vs. Actual
June 2023

	Jun 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Income			
1001 Real Property Tax	685,609.15	2,210,000.00	-1,524,390.85
1090 Int./Pen. Taxes	0.00	5,000.00	-5,000.00
1130 Gross Utility Fees	0.00	64,000.00	-64,000.00
2110 Zoning Fees	0.00	1,000.00	-1,000.00
2115 Planning Board Fees	500.00	6,000.00	-5,500.00
2401 Interest Earnings	5,386.96	48,000.00	-42,613.04
2410 Office Rental	2,150.00	25,800.00	-23,650.00
2555 Co & Violations Search	675.00	8,000.00	-7,325.00
2560 Road Opening Permit	0.00	2,000.00	-2,000.00
2590 Building Permits	200.00	25,000.00	-24,800.00
2591 Tree Permit	300.00	2,500.00	-2,200.00
2770 Other Revenue	1,707.00	35,000.00	-33,293.00
2771 Clarkstown - Bulk Pickup	0.00	38,000.00	-38,000.00
3001 State Aid	0.00	325,000.00	-325,000.00
3002 NYS - CHIPS	0.00	100,000.00	-100,000.00
3005 R.C. - Mortgage Tax	0.00	55,000.00	-55,000.00
3006 R.C. - Sales Tax	0.00	50,000.00	-50,000.00
3600 Sewer Rent	0.00	50,000.00	-50,000.00
4000 Transfer from Surplus	0.00	150,000.00	-150,000.00
Total Income	696,528.11	3,200,300.00	-2,503,771.89
Total Income	696,528.11	3,200,300.00	-2,503,771.89
Gross Profit	696,528.11	3,200,300.00	-2,503,771.89
Expense			
1325 FINANCE			
1325.01 Treasurer Services	853.26	51,975.00	-51,121.74
Total 1325 FINANCE	853.26	51,975.00	-51,121.74
1355 ASSESSMENT			
1355.40 Assessor Services	0.00	8,000.00	-8,000.00
Total 1355 ASSESSMENT	0.00	8,000.00	-8,000.00
1410 VILLAGE CLERK			
1410.01 Village Clerk	2,411.74	63,000.00	-60,588.26
1410.02 Village Clerk- Asstnt 2	2,506.87	63,000.00	-60,493.13
1410.03 Village Clerk- Asstnt 1	2,665.63	60,375.00	-57,709.37
1410.41 Supplies	67.57	8,000.00	-7,932.43
1410.43 Postage	0.00	1,000.00	-1,000.00
1410.44 Legal Advertizing	0.00	5,000.00	-5,000.00
1410.45 Public Information	0.00	1,000.00	-1,000.00
1410.47 Telephone	21.21	3,000.00	-2,978.79
1410.49 Contractual Services	34.95	25,000.00	-24,965.05
1410.50 Meetings / Seminars	0.00	500.00	-500.00
1410.51 Promotion / Good Will	0.00	5,000.00	-5,000.00
Total 1410 VILLAGE CLERK	7,707.97	234,875.00	-227,167.03
1420 LEGAL			
1420.40 Attorney Contractual	0.00	100,000.00	-100,000.00
Total 1420 LEGAL	0.00	100,000.00	-100,000.00
1440 ENGINEERING			
1440.40 Engineer Contractual	5,457.25	48,000.00	-42,542.75
Total 1440 ENGINEERING	5,457.25	48,000.00	-42,542.75

Village of Upper Nyack
Profit & Loss Budget vs. Actual
June 2023

	Jun 23	Budget	\$ Over Budget
1450 ELECTIONS			
1450.40 Elections Contractual	0.00	500.00	-500.00
Total 1450 ELECTIONS	0.00	500.00	-500.00
1620 VILLAGE HALL			
1620.20 Equipment	0.00	10,000.00	-10,000.00
1620.40 Cleaning	0.00	3,600.00	-3,600.00
1620.41 Heating	0.00	3,500.00	-3,500.00
1620.42 Electric	0.00	4,000.00	-4,000.00
1620.44 Repairs	0.00	10,000.00	-10,000.00
1620.47 Water	26.25	420.00	-393.75
Total 1620 VILLAGE HALL	26.25	31,520.00	-31,493.75
1630 BROADWAY GARAGE			
1630.51 Heating	0.00	500.00	-500.00
1630.52 Electricity	0.00	500.00	-500.00
1630.54 Repairs	0.00	1,500.00	-1,500.00
1630.57 Water	17.77	300.00	-282.23
Total 1630 BROADWAY GARAGE	17.77	2,800.00	-2,782.23
1640 STONE MEETING HOUSE			
1640.42 Utilities	0.00	5,000.00	-5,000.00
1640.44 Repairs & Maintenance	0.00	100,000.00	-100,000.00
1640.56 Contractual Misc.	163.50	3,000.00	-2,836.50
Total 1640 STONE MEETING HOUSE	163.50	108,000.00	-107,836.50
1660 RIVER HOOK PRESERVE			
1660.10 Utilities	0.00	1,500.00	-1,500.00
1660.20 Repair and Maintenance	37.05	260,000.00	-259,962.95
1660.30 Supplies	0.00	3,000.00	-3,000.00
Total 1660 RIVER HOOK PRESERVE	37.05	264,500.00	-264,462.95
1910 INSURANCE			
1910.10 Insurance	0.00	55,000.00	-55,000.00
Total 1910 INSURANCE	0.00	55,000.00	-55,000.00
3620 BUILDING/CODE ENFORCEMENT			
3620.10 Building Inspector Svc	1,148.44	36,750.00	-35,601.56
3620.41 Supplies	0.00	4,000.00	-4,000.00
3620.48 Training	0.00	500.00	-500.00
Total 3620 BUILDING/CODE ENFORCEME...	1,148.44	41,250.00	-40,101.56
5110 HIGHWAY DEPARTMENT			
5110.01 Highway Svcs Personnel	12,147.28	255,000.00	-242,852.72
5110.02 Highway Svcs OverTime	0.00	50,000.00	-50,000.00
5110.20 Equipment	152,500.00	160,000.00	-7,500.00
5110.41 Truck Maintenance	0.00	25,000.00	-25,000.00
5110.42 Truck Fuel	0.00	12,000.00	-12,000.00
5110.43 Equip Maintenance	0.00	5,000.00	-5,000.00
5110.44 Road Repair/Maint.	0.00	25,000.00	-25,000.00
5110.45 Contr. Road Repair	0.00	120,000.00	-120,000.00
5110.46 Building Repair	0.00	10,000.00	-10,000.00
5110.47 Telephone	16.04	500.00	-483.96
5110.48 Utilities	223.22	12,000.00	-11,776.78

Village of Upper Nyack
Profit & Loss Budget vs. Actual
June 2023

	Jun 23	Budget	\$ Over Budget
5110.49 Training	0.00	1,000.00	-1,000.00
5110.52 Tree Safety	1,200.00	10,000.00	-8,800.00
5110.53 Supplies	0.00	6,000.00	-6,000.00
5110.57 Catch Basin Repair	0.00	10,000.00	-10,000.00
5110.59 Cablevision	0.00	1,000.00	-1,000.00
5110.61 Contr. Service	0.00	12,000.00	-12,000.00
Total 5110 HIGHWAY DEPARTMENT	166,086.54	714,500.00	-548,413.46
6560 PAYROLL EXPENSES			
6566 Soc.Sec / Medicare	1,902.96	50,000.00	-48,097.04
6567 Unemployment	0.00	2,000.00	-2,000.00
6569 Payroll Service	191.50	3,800.00	-3,608.50
9010 State Retirement	0.00	68,000.00	-68,000.00
9040 Workers Compensation	5,150.50	20,000.00	-14,849.50
9060 Health Insurance	14,815.38	180,000.00	-165,184.62
9061 Medicare Reimbursement	659.60	9,000.00	-8,340.40
Total 6560 PAYROLL EXPENSES	22,719.94	332,800.00	-310,080.06
8020 PLANNING / ARB			
8020.10 Planning Personnel	2,245.50	56,280.00	-54,034.50
8020.40 Planning Contractual	0.00	4,000.00	-4,000.00
Total 8020 PLANNING / ARB	2,245.50	60,280.00	-58,034.50
8120 SEWER SYSTEM			
8120.42 Pumphouse Utilities	0.00	4,000.00	-4,000.00
8120.44 Repair & Maint.	0.00	50,000.00	-50,000.00
8120.60 Treatment	433,043.12	400,000.00	33,043.12
8120.70 Pump Station Debt Svc	27,682.82	28,000.00	-317.18
Total 8120 SEWER SYSTEM	460,725.94	482,000.00	-21,274.06
8130 REFUSE COLLECTION			
8130.40 Refuse Contractual	24,275.00	292,000.00	-267,725.00
Total 8130 REFUSE COLLECTION	24,275.00	292,000.00	-267,725.00
9600 BONDS & BANS			
9614 Open Space Bond - Prin	95,000.00	95,000.00	0.00
9615 Open Space Bond - Interest	33,221.89	65,000.00	-31,778.11
9616 Refunding Bond - Principle	0.00	165,000.00	-165,000.00
9617 Refunding Bond - Interest	0.00	47,300.00	-47,300.00
Total 9600 BONDS & BANS	128,221.89	372,300.00	-244,078.11
Total Expense	819,686.30	3,200,300.00	-2,380,613.70
Net Ordinary Income	-123,158.19	0.00	-123,158.19
Net Income	-123,158.19	0.00	-123,158.19