

# VILLAGE OF GREENWOOD LAKE

## REGULAR VILLAGE BOARD MEETING

**Meeting Date:** Wednesday, February 21, 2024 @ 6:00 p.m.

**Meeting Location:** 47 Waterstone Rd, Greenwood Lake, NY 10925

### AGENDA

#### **I. CALL TO ORDER/ PLEDGE OF ALLEGIANCE**

1. Roll Call of the Village Board Members

#### **II. PUBLIC HEARINGS: (Public Comment Limited to 5 minutes for Public Hearings)**

1. Public Hearing Regarding Local Law Combining Planning Board and Zoning Board of Appeals.
  - a. Motion to Open Continuation of the Public Hearing
  - b. Motion to Continue the Public Hearing

#### **III. WORKSHOP: Discussion of Agenda Items by Village Board Members**

- a. Discussion of Agenda Items
- b. Request for add-on agenda items

#### **IV. VILLAGE BOARD MEETING**

##### **1. Announcements**

- a. Citizens of the Year

##### **2. Correspondence**

- a. Letter from Orange & Rockland – Paving and Road Improvement Schedules
- b. Letter from Department of Health - Notice of Violation
- c. Letter from Zygmunt-Murtie Funeral and Cremation Service
- d. Letter of Resignation – Kathleen Rousseau
- e. Letter of Resignation – Robin Dunlop
- f. Letter of Resignation – Ryan Smith
- g. Township of West Milford – Ordinance 2024-007 – to permit microbreweries and similar

##### **3. Visting Elected Officials**

##### **4. Reports of Boards and Departments Heads**

- a. Parks
- b. DPW
- c. Police
- d. Water

##### **5. Trustee and Office Reports**

- a. Trustee Clifford
- b. Trustee Howley
- c. Trustee Kelm
- d. Trustee Sellier
- e. Attorney's Report
- f. Clerk's Report

## 6. Old Business

- a. Planning and Zoning Boards
- b. Golf Carts – Moved to Committee up in Albany
- c. Comprehensive Plan
- d. Water Plant and Department of Head

## 7. New Business

- a. Water – Department of Health
- b. Beach Passes
- c. Hotel/Motel Tax
- d. Budget for 2024/2025

## 8. Events

- a. Teen Center scheduled for Tuesday nights, located at the Community Center, 51 Waterstone Road between the hours of 4-6 PM for 2-5th grades, 6-8 PM for 6-8th grade
- b. Grievance Night scheduled for February 22, 2024, located at Village Hall, located on 18 Church Street between the hours of 4 PM and 8 PM.
- c. GWL Centennial presents Celebrating the 88<sup>th</sup> Anniversary of First American Rocket Airplane Flight, February 24, 2024, located at the GWL Elks Lodge No. 2067, 35 Chestnut Street starting at 2 PM.
- d. Planning Board meeting scheduled for March 7, 2024, located at Village Hall, located on 18 Church Street starting at 7:30 PM.
- e. GWL Centennial presents “I Was There” GWL Theater Production, March 16, 2024, located at Church of Good Shepard, 37 Linden Avenue starting at 1 PM.
- f. Village Board election scheduled for March 19, 2024, located at the GWL Senior Center, 132 Windermere Avenue between the hours of 12 PM and 9 PM.
- g. Zoning Board Meeting scheduled for March 21, 2024, located at Village Hall, 18 Church Street starting at 7:30 PM.

## 9. Privilege of the Floor: (Limited to 3 minutes per person)

## 10. Resolutions:

- a. Resolution #54: Be IT RESOLVED the Village Board hereby appoints Shauna Schwetje as the Communication Coordinator at the rate of \$24.37 per hour.
- b. Resolution #55: Be IT RESOLVED the Village Board hereby authorizes the hiring of Robin Dunlap as full-time court clerk at \$25 per hour effective March 18, 2024.
- c. Resolution #56: Be IT RESOLVED the Village Board hereby authorizes the hiring of Kathleen Rousseau as part-time court clerk at \$18 per hour effective March 18, 2024.
- d. Resolution #57: BE IT RESOLVED that the mayor is hereby authorized to contact State representatives of the Village to pursue introduction of a bill that would authorize court officers in the Village to be defined as "peace officers" under the New York State Criminal Procedure Law.
- e. Resolution #58: BE IT RESOLVED that, the Village Board hereby sets a public hearing on March 20, 2024 to consider the adoption of a local law and procedures to authorize videoconferencing at Village meetings in the Village of Greenwood Lake pursuant New York State Public Officers Law § 103-a.
- f. Resolution #59: BE IT RESOLVED that, the Village Board hereby sets a public hearing March 20, 2024 to consider the adoption of a local law amending Chapter 23 of the Village Code (Records Access) to improve records access and appeals procedures.
- g. Resolution #60: BE IT RESOLVED that, the Village Board hereby sets a public hearing on March 20, 2024, to consider the adoption of a local law to establish requirements and procedures for the payment of professional fees by land use applicants in the Village.
- h. Resolution #61: BE IT RESOLVED that the Village Board hereby authorizes the mayor to execute an agreement with Nelson Pope Vorhees for planning services to the Village in a final form approved by Village legal counsel.
- i. Resolution #62:  
RESOLUTION

A Meeting of the Village Board of the Village of Greenwood Lake, New York was convened on February 21, 2024 at 6:30 p.m.

The following Resolution was duly offered and seconded to wit:

**RESOLUTION AUTHORIZING BID DOCUMENTS FOR PUBLIC WORKS SERVICES**

WHEREAS, the Village Board desires to seek proposals for various public works services in the Village, including road maintenance services, snow plowing, and land scaping services; and

WHEREAS, the Village Board desires to authorize Legal Counsel (Brian D. Nugent, Feerick Nugent MacCartney), the Village Clerk and Department Heads to assist in the preparation of such bid and arrange for its issuance.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The above "WHEREAS" paragraphs are incorporated herein by reference.

Section 2. The Village Board hereby authorizes Legal Counsel, the Village Clerk and Department Heads, as requested, to assist in the preparation of bid documents for Public Works Services that are currently provided through an Intermunicipal Agreement with the Town of Warwick.

Section 3. The Village Mayor and any officer, employee or consultant of the Village as directed by the Village Mayor, is hereby authorized to take any and all actions necessary to carry out the provisions of this Resolution.

Section 4. This Resolution shall be effective immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yea	Nay	Abstain	Absent
Mayor Matt Buckley	[ ]	[ ]	[ ]	[ ]
Kelli Kelm, Trustee	[ ]	[ ]	[ ]	[ ]
Thomas Howley, Trustee	[ ]	[ ]	[ ]	[ ]
Nancy Clifford, Trustee	[ ]	[ ]	[ ]	[ ]
Chad Sellier, Trustee	[ ]	[ ]	[ ]	[ ]

j. Resolution #63:

A Meeting of the Village Board of the Village of Greenwood Lake, New York was convened on February 21, 2024 at 6:30 p.m.

The following Resolution was duly offered and seconded to wit:

**RESOLUTION AUTHORIZING SEALED BID REPUTABLE AND QUALIFIED REFUSE REMOVAL COMPANIES FOR FURNISHING REFUSE REMOVAL IN THE VILLAGE OF GREENWOOD LAKE FOR THE PERIOD BEGINNING FOR ONE (1) YEAR**

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yea	Nay	Abstain	Absent
Mayor Matt Buckley	[ ]	[ ]	[ ]	[ ]
Kelli Kelm, Trustee	[ ]	[ ]	[ ]	[ ]
Thomas Howley, Trustee	[ ]	[ ]	[ ]	[ ]
Nancy Clifford, Trustee	[ ]	[ ]	[ ]	[ ]
Chad Sellier, Trustee	[ ]	[ ]	[ ]	[ ]

k. Resolution #64:

A Meeting of the Village Board of the Village of Greenwood Lake, New York was convened on February 21, 2024 at 6:30 p.m.

The following Resolution was duly offered and seconded to wit:

**RESOLUTION ADOPTING LOCAL LAW NO. \_\_\_\_ OF 2024  
ENACTING CHAPTER 21 OF THE CODE OF THE VILLAGE OF GREENWOOD LAKE  
"PLANNING BOARD AND ZONING BOARD OF APPEALS" AND AMENDING CHAPTER 120  
(ZONING) OF THE VILLAGE CODE**

WHEREAS, the Village Board of the Village of Greenwood Lake, New York ("Village Board") from time to time reviews its laws, rules and regulations to be certain the same are consistent with all current lawful practices as well as best practices to protect the health, safety and welfare of Village residents; and

WHEREAS, the Village Board desires to adopt a Local Law to Enact Chapter 21 of the Code of the Village of Greenwood Lake "Planning Board and Zoning Board of Appeals" and Amending Chapter 120 (Zoning) of the Village Code; and

WHEREAS, such introductory Local Law was introduced before the Village Board on October 16, 2023; and

WHEREAS, upon notice duly published and posted, a Public Hearing was held on said Local Law on December 18, 2023, continued on January 17, 2024 and February 21, 2024, wherein public discussion was heard concerning the merits of said Local Law and all persons were afforded an opportunity to be heard and the Village Board declared the public hearing closed.

NOW, THEREFORE, BE IT RESOLVED by the Village Board as follows:

Section 1. All "WHEREAS" paragraphs are incorporated herein by reference as though set forth in full.

Section 2. The Village Board hereby adopts Local Law No. \_\_\_\_ entitled, "LOCAL LAW NO. \_\_\_\_ OF 2024 ENACTING CHAPTER 21 OF THE CODE OF THE VILLAGE OF GREENWOOD LAKE "PLANNING BOARD AND ZONING BOARD OF APPEALS" AND AMENDING CHAPTER 120 (ZONING) OF THE VILLAGE CODE" in the form presented to the Village Board.

Section 3. The Village Clerk is hereby directed to enter said Local Law into the minutes of this meeting and in the Local Law book of the Village of Greenwood Lake, and to give due notice of the adoption of said Local Law by filing the Local Law in the Office of the Secretary of State in the State of New York.

Section 4. The Village Clerk and any other Village officer, employee or consultant as directed by the Mayor shall take any and all actions necessary to carry out the provisions of this Resolution.

Section 5. This Resolution shall be effective immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yea	Nay	Abstain	Absent
Mayor Matt Buckley	[ ]	[ ]	[ ]	[ ]
Kelli Kelm, Trustee	[ ]	[ ]	[ ]	[ ]
Thomas Howley, Trustee	[ ]	[ ]	[ ]	[ ]
Nancy Clifford, Trustee	[ ]	[ ]	[ ]	[ ]
Chad Sellier, Trustee	[ ]	[ ]	[ ]	[ ]

The Resolution was thereupon duly adopted.

11. **Approval to pay all audited bills**
12. **Acceptance Minutes from January 17, 2024 meeting**

**13. Budget Transfers and Amendments:**

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>
A3120.100	A8790.400	\$137,490.00

**14. Executive Session** (if applicable)

**15. Adjournment**

**Next Regular Village Board Meeting Scheduled for:**      March 20, 2024 6:00 p.m.

**\*\* AGENDA IS SUBJECT TO CHANGE \*\***



Orange & Rockland  
a conEdison, Inc. company

RECEIVED  
JAN 31 2024

BY: *KA*

Orange and Rockland Utilities, Inc.  
One Blue Hill Plaza  
Pearl River NY 10965  
www.oru.com

January 19, 2024

Dear Municipal Official:

At Orange & Rockland, we strive to work efficiently and safely to carry out utility-related projects with the least amount of inconvenience to the communities we serve. Coordinating projects with our municipal partners along public roads and rights-of-way, is an integral part of that effort.

Each year at this time, we ask that you share your paving and road improvement schedules with us so we can coordinate our underground infrastructure projects with yours. When these schedules align, we're better able to minimize disruption to our communities. In addition, by working together, we can more effectively prevent damage to underground facilities, especially utility gas mains.

In order to achieve this objective, please share your schedules with us for the following projects:

- Road excavations that involve installing, upgrading or repairing drainage, water and sewer lines
- Road construction improvement work other than paving (i.e., that affects road elevations, or current traffic pattern)
- Sidewalk and curb replacement projects
- Paving

The schedules can be sent either by email or fax to:

Kelly P. Rolo at [RoloK@oru.com](mailto:RoloK@oru.com)  
Fax: 914-925-9272

As part of our ongoing outreach program, we want to remind you to obtain gas rings for all gas valves and test stations prior to commencing all municipal paving projects. Installing these rings prior to paving will avoid the valves from being either paved over or damaged during the road restoration process. This preventative measure will avoid future problems in finding and uncovering valves should an emergency occur. To request your free gas rings from O&R please e-mail [dl-o&rdamageprevention@oru.com](mailto:dl-o&rdamageprevention@oru.com).

Excavators, contractors, design engineers, and municipal officials can place a location/mark-out request by calling UDIG-New York toll free at 811 or 1-800-962-7962. Go to <https://udigny.org> for additional information.

As you begin your municipal projects, we remind you to call 811 at least two full working days, before digging on public or private property, to avoid damaging underground gas or electric infrastructure.

Thank you in advance for your cooperation. Please contact Kelly Rolo if you should have any questions. She can be reached at the email address above or by phone at 845-741-3124.

Sincerely,

Neil L. Winter, Jr.  
Director – Regional & Community Affairs

GREENWOOD LAKE VILLAGE COURT  
47 Waterstone Road, P.O. Box 1705  
Greenwood Lake, New York 10925

Keith Garley, Justice  
Peter Barlet, Acting Justice  
Kathleen Rousseau, Chief Court Clerk  
Robin Dunlop, Court Clerk

Telephone: 845-477-9218  
Facsimile: 845-477-0051

February 6, 2024

Dear Mayor Buckley,

I am resigning from my position as the Court Clerk of the Village of Greenwood Lake effective March 15, 2024. It has been an honor and a privilege to serve this community.

Sincerely,



Kathleen Rousseau

RECEIVED  
FEB 12 2024

BY: *KAR*

GREENWOOD LAKE VILLAGE COURT

47 Waterstone Road, P.O. Box 1705

Greenwood Lake, New York 10925

Keith Garley, Justice  
Peter Barlet, Acting Justice  
Kathleen Rousseau, Chief Court Clerk  
Robin Dunlop, Court Clerk

Telephone: 845-477-9218

Facsimile: 845-477-0051

Krousseau@nycourt.gov

rdunlop@nycourts.gov

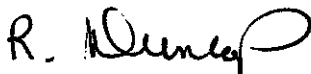
March 15, 2023

To: Village Of Greenwood Lake and Village Board

I am hereby resigning as Part Time Clerk for the Greenwood Lake Village Court as of March 15, 2024.

Thank you for the opportunity to serve as your part time court clerk for 11 years.

Sincerely,



Robin Dunlop  
Court Clerk

RECEIVED  
FEB 12 2024

BY: *KA*



# Notifications

## Notification From rsmith

**Users To:**

**Groups To:**

Administrator,Dispatcher,Patrol,

Subject:

Severity 1

All,

As many of you have heard, I have accepted a full-time position with the Village of Chester. I am forever indebted to Greenwood Lake for the experience, opportunities, and relationships that have come along with my employment here. I can say with confidence that I would not be the person that I am today without all of the Officers, Dispatchers, and Supervisors. Please do not hesitate to reach out, I am always a phone call or text away. I wish you all the best and please stay safe.

-Smith

Sent At: 1/12/2024 10:31:06 AM

**RECEIVED**  
FEB 12 2024

BY: .....*lct*.....



# Zygmunt-Murtie

Funeral and Cremation Service

## Orange County

4 Oak Street  
Greenwood Lake, NY 10925  
845-477-8240

## Sullivan County

388 Broadway  
Monticello, NY 12701  
845-977-6127

February 5, 2024

RECEIVED  
FEB 07 2024

BY: *JA*

Mayor Matt Buckley  
Village of Greenwood Lake  
PO Box 7  
Greenwood Lake, NY 10925

Dear Mr. Mayor,

For many decades the Strong-Basile Funeral Homes have proudly served both the Town of Warwick and Village of Greenwood Lake communities. Today, we write to officially notify you that effective October 15, 2023 the Zygmunt-Murtie Funeral & Cremation Service has acquired the Greenwood Lake funeral home. Pending approval from the New York State DOH, the funeral home will be re-branded Zygmunt-Murtie as it joins our existing business, founded in 2016, which serves both Orange and Sullivan Counties.

We wanted to take this opportunity to formally introduce ourselves and look forward to many years of working together alongside you. The existing Strong-Basile phone number, **845-477-8240** will continue to be operational. You may also visit our website at [www.zmmemorials.com](http://www.zmmemorials.com) to learn more about our staff, services, and business history. Please take note that all mail will now be sent directly to 4 Oak Street, Greenwood Lake, NY 10925 and that we will no longer utilize the former PO Box. Our client-families will also continue to have the option to utilize Mulder Chapel at the conference center in Warwick for wakes and services.

The inside of the Greenwood Lake building has gone through a well-needed physical transformation and the exterior will begin its updates come the warmer weather. It is our hope to host an open house, begin an annual holiday memorial event as well as occasional grief counseling events before the end of this calendar year.

We realize that change does not often come easy. There will be some learning curves as we become more familiar with the specifics of the community, and we hope that you will be there to assist and guide us through this process. Many will continue to refer to the funeral home as "Strong's" and we are certainly okay with that. We look forward to carrying on the legacy of the Strong, Basile and Ingrassia families well into the future.



# Zygmunt-Murtie

*Funeral and Cremation Service*

**Orange County**

4 Oak Street  
Greenwood Lake, NY 10925  
845-477-8240

**Sullivan County**

388 Broadway  
Monticello, NY 12701  
845-977-6127

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Lastly, please continue to keep our office in mind as you host events and fund-raising efforts. While we may not be able to contribute to every request, we are more than happy to be part of your success.

If you should have any questions, please do not hesitate to contact us at the above information. We have also included each of our business cards for your retention.

Respectfully,

Tyler Z. Murtie, LFD  
President

Geri A. Struble, LFD  
Manager

**Township of West Milford**  
Passaic County, New Jersey

**RECEIVED**  
FEB 16 2024

~ Ordinance 2024 – 007 ~

BY: *KM*

**ORDINANCE OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AMENDING CHAPTER 420 LAND USE PROCEDURES AND CHAPTER 500 ZONING TO PERMIT MICROBREWERIES AND SIMILAR ESTABLISHMENTS IN CERTAIN ZONES OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP**

**WHEREAS**, the Mayor and Township Council has received a request to review whether microbreweries, craft distilleries, brewpubs, and wineries in residential districts with large minimum lot sizes are an appropriate land use within the Township; and

**WHEREAS**, the Mayor and Township Council wish to encourage agritourism, farming, and related uses within the Township; and

**WHEREAS**, the Mayor and Township Council have determined that permitting microbreweries and similar establishments as defined herein in appropriate locations would be beneficial to the general welfare of the community; and

**NOW THEREFORE, BE IT ORDAINED**, by the Township Council of the Township of West Milford, in the County of Passaic, and State of New Jersey as follows:

**SECTION 1.** Chapter 420 "Land Use Procedures" is amended to read as follows:

"§ 420-6 Definitions.

**BREW PUB**

Microbreweries which are associated with a restaurant.

**CRAFT DISTILLERY**

A craft distillery is a distillery holding a craft distillery license issued by the State of New Jersey as defined by N.J.S.A. 33:1-10 3d producing up to 20,000 gallons of distilled alcoholic beverages per year. The holder of this license shall be entitled to sell this product at retail to consumers on the licensed premises of the brewery for consumption on the premises, but only in connection with a tour of the distillery, or for consumption off the premises in a quantity of not more than five liters per person, and to offer any person not more than three samples per calendar day for sampling purposes only. Sampling means the gratuitous offering of an open container not exceeding 1/2 ounce serving pursuant to licensure issued by the Director of the State Division of Alcoholic Beverage Control (ABC).

**MICROBREWERY**

A microbrewery is a brewery holding a limited brewery license issued by the State of New Jersey as defined by N.J.S.A. 33:1-10.1b, producing less than 15,000 barrels of 31 gallons of malt beverage per year. The holder of this license shall be entitled to sell this product at retail to consumers on the licensed premises of the brewery for consumption on the premises, but only in connection with a tour of the brewery, or for consumption off the premises in a quantity of not more than 15.5 fluid gallons per person, and to offer samples for sampling purposes only pursuant to licensure issued by the Director of the State Division of Alcoholic Beverage Control (ABC).

**WINERY**

A winery is a business operating for consumption of wine on or off the winery's premises, and for sampling purposes for consumption on the premises, in order to showcase New Jersey viticulture when operated by

one who holds a license permitting same issued by the Director of the State Division of Alcoholic Beverage Control (ABC) and who operates as permitted by the ABC regulations.”

**SECTION 2.** Chapter 500 “Zoning” is amended to include the following new section as follows:

“Article III Residential District

§ 500-8 Principal permitted uses on the land and in buildings.

M. Microbreweries, craft distilleries, brewpubs, and wineries in the R-3 and R-4 Districts on lots greater than or equal to five (5) acres and in accordance with applicable State regulations.”

**SECTION 3.** All ordinances of the Township of West Milford, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

**SECTION 4.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

**SECTION 5.** This Ordinance shall take effect immediately upon final passage, approval, and publication as required by law.

**SECTION 6.** This Ordinance may be renumbered for codification purposes.

Introduced: February 14, 2024

Adopted:

Effective Date:

ATTEST:

TOWNSHIP OF WEST MILFORD  
COUNTY OF PASSAIC  
STATE OF NEW JERSEY

\_\_\_\_\_  
William Senande, Township Clerk

By: \_\_\_\_\_  
Michele Dale, Mayor