

**VILLAGE OF SCHUYLERVILLE**  
**MEETING MINUTES**  
Monday May 14<sup>th</sup> , 2018

PRESENT:

Mayor Carpenter  
Deputy Mayor Nicole Proctor  
Trustee Robert Petralia  
Trustee Brian Drew  
Trustee Jason Young  
Attorney David Klingebiel  
Deputy Clerk Rose Decker

ABSENT:

None

BOARD ANNOUNCEMENTS:

- Schuylerville Planning Board Meeting Monday, May 21<sup>st</sup> at 6:30 PM in the Village Municipal Center
- Schuylerville/Victory Board of Water Management Meeting Monday, May 21<sup>st</sup> at 7 PM in the Victory Meeting Hall
- Schuylerville Tree Committee will meet Wednesday May 23<sup>rd</sup> at 4:00 pm at the Old Saratoga Reform Church at 48 Pearl Street in Schuylerville
- Sidewalk committee will meet Thursday May 24<sup>th</sup> @ 6pm at the Schuylerville Municipal Center downstairs
- Meeting for the adoption of the 2018-2019 Budget on April 25<sup>th</sup> at 6:00pm at the Village Municipal Center
- Schuylerville Board Workshop, Monday June 4<sup>th</sup> at 6:30 PM at the Village Municipal Center
- Schuylerville Village Board Meeting on Wednesday, June 13<sup>th</sup> at 7:00 PM at the Village Municipal Center

MINUTES:

Mayor Carpenter noted that the board all had the minutes from the last meeting as well as from the workshop and asked for a motion to approve them, Trustee Drew made the motion to approve the March 14<sup>th</sup> minutes, Deputy Mayor Nicole Proctor seconded it all in favor

TREASURER'S REPORT:

General Fund	\$644,323.00
Sewer Now Account	\$133,913.19
Trust Agency Account	\$21,770.50
Housing Rehab	\$0.00
AHC home imp.	\$0.00
Septage receiving	\$59,087.30
Capital Sewer	\$120,441.74
Repair reserve	\$4,652.60
Sidewalk repair res.	\$25,043.52
Sewer Equipment	\$59,023.67
Harbor Project	\$5,077.43
Memorial Day	\$4,860.16
Capital Project	\$10,061.01
Morgans Run	\$14,162.73

DEPARTMENT AND COMMITTEE REPORTS

- CODE ENFORCEMENT

Gilman Albert was not present but had provided a report, which Mayor Carpenter summarized as follows;

15 calls

1 Certificate of occupancy

Several Building inspections

3 Final inspection

1 Framing inspection

- DEPARTMENT OF PUBLIC WORKS

Rob Decker was not present but asked Mayor Carpenter to be notify the public that they had begun picking up the trash for junk week and that they would not be making second rounds, also that they had begun cold patching in some areas and have also started removing brush.

- WASTE WATER TREATMENT PLANT

Charles Sherman was not present but did have some requests for some equipment that he needs at the plant, these will be addressed later in the meeting.

- FIRE DEPARTMENT

April 21st FF Justin Decker and Probationary FF Jonathan Kochendorfer successfully completed the NYS OFPC Firefighter Survival Course hosted here at our firehouse. This 12-hour program is designed for self-rescue and rescue of trapped firefighters.

May 5th at the monthly meeting of Schuylers Hose Co. FF Tyler Alheim was presented his badge by Chief Myers in recognition of completing his probationary period and becoming a full active member of the company.

ALARMS:

Department responded to 11 alarms in the month of April including a tanker

- HISTORIAN/VISITORS CENTER

There was no historians report

- WILTON EMERGENCY SQUAD

No report

- PLANNING BOARD

Mayor Carpenter asked Leona Colvin, who was present at the meeting if she had a report from the planning board. She said the planning board met on the 16<sup>th</sup> of April and that present at that meeting was John Paneto who wants to divide the property at 11 Hessian Drive. Also, the 63 Broad Street Salon, formerly Brenda's Salon, has put in an application to turn that building into a coffee shop, and Revolution Café has requested to move their restaurant to the old church school building here behind the municipal building. There will be public hearings on all three of these items 6:40 for Hessian Drive 7:00pm for the coffee shop and 7:20 for the Revolution Café.

She stated that there was also some ongoing discussion regarding the parking situation at Clark's Steakhouse as the parking lot was reconfigured after the approval. A question was raised as to the legality of people parking on the state highway in front of Clark's Steakhouse. Some discussion followed as to the situation.

- SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT

The Schuylerville/Victory Board of Water Management met on April 16<sup>th</sup>, the next meeting will be on May 21<sup>st</sup> at the village hall at Victory at 7:00 pm, the March minutes were approved by the board, Leslie Dennison abstained, as she is a new member, as Commissioner Sullivan has retired. Bank Balances as follows;

Operating Account	\$ 197,703.69
Filter Account	\$ 122,185.27
Meter/Capital Reserve Savings Account	\$ 250,859.58
Water Tank Savings	\$ 127,339.27

#### DCK Report

Auto flushers were checked and all working properly.

Our crew is looking to coordinate a CIP on one of the RO membranes at the end of April. We will be looking to place an order for any filters and chemicals needed for this process. Quotes for needed filters are attached.

Water tank repair, Chairman Baker stated that he had contacted CT Male regarding the tank project. The contractor, Spensieri, is estimating early May weather permitting. They will be cleaning the tank, draining the water from the bottom that has sediment, installing a new electrical box and safety railing at the top and that will complete the project.

42-44 Burgoyne Street repair; this repair job was moved up a week earlier from it's original scheduled date as the water line from the stop to the home at 44 Burgoyne Street was broken, probably by the home owner, who had started his part of the repair without calling dig safely. The DPW did a great job on this repair, working well together.

Mr. Fish, the owner at 44 Burgoyne Street, prior to the repair, had been several billings behind in payment for his water bill. He had received two regular mailings as well as a certified mailing, which he refused to pick up. Treasurer Heyman called him twice, leaving a message once and finally speaking to him the week before the repair to let him know that if the bill was not paid in full when the connection was completed, his water would be turned off. (the water was previously not able to be turned off as he was sharing a connection with the neighbor at 44 Burgoyne.)

He gave a check on the day of the repair; however, the check was returned from the bank. Chairman Baker tasked Treasurer Heyman with informing Mr. Fish that he had until 3pm to come in to the office and make the check good, or the water would be turned off.

Mr. Fish did not come in, and Rob Decker turned off the water.

Mr. Fish claims he spoke to a lawyer, and that he felt it was not legal for us to turn off the water. Chairman Baker spoke with our attorney, who assured him that we were well within our rights to turn the water off. Treasurer Heyman advised Mr. Fish that as he was not a village resident, we had no obligation to provide him with water, and that it was against the law to write a bad check. Chairman Baker brought the board up to date on the situation regarding the repairs to the road at Route 338. Gary Mier from the Saratoga County DPW informed the board that Route 338 used to be a state road, and that there was an 18" layer of concrete and rebar that needed to be returned to its original state.

Treasurer Heyman was only able to obtain one quote from a commercial contractor for this job, Denali Construction for \$2900.00.

Treasurer Heyman contacted Gary Miers to find out if they would be interested in doing this job themselves, as they were familiar with the specs and also as they are working on a timeline and were planning to pave the road within the next several weeks. The quote from the county was for \$2,800.00. Chairman Baker made a motion to hire the county to complete the repair to the road, Alternate Dennison seconded, all in favor.

Norton check issue; last month we discussed the fact that the check to Jim Norton was sent to the wrong address, as we had not used his services in several years (we have a different tech company now, and Don Coalts did not know this.)

Norton has still not received his check and the check has not cleared the bank, so Chairman Baker made a motion to stop payment on the first check and issue him a new one, Commissioner Healy seconded the motion all in favor.

#### NEW BUSINESS;

A deposit for \$10,997.76 from the Village of Schuylerville General Fund and also the Sewer fund, which was supposed to be put into the payroll account for the village, was accidentally deposited to the water account. A check was written from the water board to the village of Schuylerville payroll account for \$10,997.76.

Resolution to adopt the 2018-2019 budget for the Schuylerville/Victory board of water management, copies of the water budget are available for review

A resolution to transfer funds was approved

Quotes for the replacement and repairs to some of the fire hydrants are being sought by DCK, one on Green Street, one by the Apple Orchard and one down by Clarks Restaurant on Ferry Street. This was contracted out last time as it is beyond the scope of work for our DPW.

The board approved abstract 11 for \$15,871.32 and the meeting was adjourned

- TREE COMMITTEE

Deputy Mayor Nicole Proctor gave the report for the tree committee. She announced that the tree committee had their spring planting, two weeks ago, and that it went very well. Their next meeting is scheduled for Wednesday May 23<sup>rd</sup> at 4pm at the reformed church on broad and pearl. She stated that several people have expressed interest in contributing to the next tree planting. She said that if people would like to donate, the typical donation would be half of the cost of the tree, but if \$50 is too much we would accept less if possible.

Mayor Carpenter expressed his gratitude to all of the volunteers who helped to plant the trees.

- SIDEWALK COMMITTEE

Brian Drew reported that the next Sidewalk committee will meet Thursday May 24<sup>th</sup> at 6pm at the Schuylerville Municipal Center downstairs in the office. They will be discussing the laws of other municipalities, namely the Village of Stillwater's current municipal law on sidewalks maintenance and the City of Saratoga's criteria for sidewalk to be met regarding properly materials and specs for structure.

Drew Alberti spoke stating that they have completed and Trustee Drew has now signed the multi modal number 4 nomination for \$50,000 for the sidewalk project on Spring Street and Pearl. He stated that they were working on some estimates. He had met with Arthur Thevierge, recommended to him by Jim Jennings, and was expecting a quote for the sidewalk project, which he would then submit to DOT.

### PUBLIC COMMENT ON ITEMS 3-5

Wendy Lukas remarked that there was some communication that the board had received via e-mail that she felt that legally, the public should have been involved in, regarding the review of the quotes.

Attorney Klingebiel addressed Ms. Lukas to state that as there was not a quorum, there was nothing illegal about the correspondence.

She was also confused about the positions that were being appointed. Attorney Klingebiel clarified that the Part Time Village Clerk /Treasurer would be performing the Treasurer duties and that the Clerk would be performing Clerk duties.

Leona Colvin asked if the appropriate civil service forms had been submitted, Attorney Klingebiel assured her that the forms had been submitted.

Leona Colvin questioned whether the position had been advertised, Mayor Carpenter stated that the position had been advertised, selected applicants were interviewed and that they felt that they had hired the appropriate person.

### OLD BUSINESS

Office hours for the summer months, starting June 1<sup>st</sup> Monday through Thursday 8-5 Friday 8-12 pm

### NEW BUSINESS

Approval for a parade gathering for the Turning Point Parade Festival at Fort Hardy on August 4<sup>th</sup> and 5<sup>th</sup>. They have submitted the appropriate application. The parade would be held from 9am to 1:00 am. Trustee Drew made the motion Trustee Petralia seconded all in favor.

Schuyler Hose Company has requested that they be allowed to hold a coin drop on August 31<sup>st</sup> Trustee Petralia made the motion, Trustee Drew seconded the motion all in favor

There was a resolution that has been provided to the board as well as available for public review, regarding the purchase of a pressure washer for the waste water treatment plant. The board approved the purchase in the amount of \$3,600 for the quote submitted by JC Smith Inc and Authorized Charles Sherman to order the equipment. Trustee Petralia made the motion, Trustee Proctor seconded it, all in favor.

Another resolution, regarding the purchase of a trash pump for the waste water treatment plant, provided for all as well was presented. The board approved the purchase in the amount of up to \$1,515.00 for the quote submitted by JC Smith Inc. and authorized Charles Sherman to order the equipment. Trustee Petralia made the motion, Trustee Drew seconded it, all in favor.

Another resolution, regarding the purchase of a parts washer for the waste water treatment plant, provided for all as well was presented. The board approved the purchase in the amount of up to \$999.00 for the quote submitted by Northern Tools and Equipment and authorized Charles Sherman to order the equipment. Trustee Petralia made the motion, Trustee Drew seconded it, all in favor.

Another resolution to authorize the purchase of the electronic portable speed sign as discussed at prior meetings in the amount of \$6,500.00 for the quote submitted by Pacesetter Prime. Trustee Petralia made the motion, Trustee Drew seconded it all in favor.

Approval for Trustee Proctor to attend the leadership program, providing she is accepted in the amount of \$1,700.00. If accepted she will receive exposure to critical issues affecting life in Saratoga County as well as hands on involvement in leadership development. The program consists of 15 sessions that run from October 17th to May 1<sup>st</sup>.

Trustee Petralia made the motion, Trustee Drew seconded, Trustee Proctor abstained.

Next on the agenda is the approval to enter into contract with GovPayNet for the processing of online and on location payments by residents for property taxes and sewer rents. Trustee Petralia made the motion, Trustee Proctor seconded it all in favor.

There was a resolution to create the position of Part-time Village Clerk Treasurer. Presently the duties of the Treasurer are fulfilled by the positions of the Village Treasurer who also serves as the Village Clerk and the Deputy Village Clerk Treasurer. In an effort to reduce village expenses and to satisfy the village needs to provide a chief fiscal officer with the position of Treasurer, who will also assist with the responsibilities of the Village Clerk, the board desires to create the position of part time Village Clerk Treasurer. One part time position will be created and one full time position will be eliminated, so that the duties that were being performed by two full time persons would be performed by one part time and one full time position. Whereas village law 3-301.2c authorizes the board to either by local law or resolution to create such positions as the board may deem necessary in order to meet the needs of the village. The board of the Village of Schuylerville approves the creation of this position which shall be up to a thirty hour week, with an annual maximum salary of \$30,000.00. Trustee Drew made the motion, Trustee Petralia seconded it all in favor. Mayor Carpenter noted that Trustee Young arrived and had voted on this resolution

Resolution to appoint Rose Decker as Village Clerk. Trustee Drew made the motion, Trustee Young seconded, all in favor.

Resolution to appoint Cory Heyman as Part Time Village Clerk Treasurer, Trustee Drew made the motion Trustee Petralia seconded all in favor none opposed motion passed.

Resolution for the board to approve filing for an application for contributory reimbursement funds as part of the 1,000 trees and growing tree planting program and upon approval to enter into and execute a project agreement with National Grid for such financial contribution to this municipality. Trustee Young made the motion Trustee Drew seconded all in favor.

Budget amendments as follows;

Whereas, a budget amendment is needed to transfer money from the budget between appropriations for those costs associated from A..9060.800 Hospital and Medical Insurance \$2,750.00 and A.9010.800 State Retirement \$1,700.00 to Central Data Processing \$2,000.00, A.1010.400 Board of Trustees Personal \$1,700.00, A.1325.100 Treasurer Personal Service \$750.00 and A.9030.800 Social Security \$1,000.00 Trustee Petralia made the motion to approve this resolution, Trustee Proctor seconded the motion all in favor.

Whereas a budget amendment is needed to transfer money from the budget between appropriations for those costs associated from G.8130.400 Wastewater Treatment Plant Contractual \$10,000.00 to G.8130.200 Waste Water Treatment Plant Equipment \$10,000.00.

Trustee Petralia made the motion, trustee Drew seconded the motion, all in favor,

Another resolution was presented as follows; Whereby the board hereby authorizes Mayor Carpenter to enter into an agreement with the New York State Office of Housing and Community Renewal for the purpose of T A Main Street Grant. Trustee Drew made the motion,

Trustee Petralia seconded the motion all in favor, Trustee Proctor recused herself, as she is employed by Flatley read

Linda Lloyd asked if the speed sign was going to come with its own trailer to allow for it to be transported safely. Mayor Carpenter said yes. She also asked, regarding the credit card processing contract, why there would be an additional charge if the payment were made by phone. Mayor Carpenter explained that this was a very common surcharge, he clarified that it was the credit card company that was charging for the phone assistance.

Wendy Lukas said that it appeared that there would be no charge if a resident paid via the machine that would be located at the office, but Mayor Carpenter pointed out that the agreement stated that there would be no *additional* charge, and that the same fees would apply. She also asked if the other types of payments would still be accepted, as in checks and cash. Mayor Carpenter assured her that those types of payments would still be accepted

Wendy also asked why the Village was being asked to approve the payment for a course for a trustee that she felt the at the Village residents would not benefit from. Mayor Carpenter stated that the board felt the training would be beneficial.

She also stated that she had researched the subject of who owns the cemetery and that she had discovered that the cemetery had been deeded to the village in 1840 by Phillip Schuyler. She also stated that in the state laws the onus is on the towns for owning all cemeteries but not in this case.

Leona Colvin also wanted to address the subject of the Saratoga Leadership program. She asked why was the decision made without including this in the budget.

Mayor Carpenter stated that cost had not been figured into the budget as the subject had only come up recently and that there were funds that had been moved to that account. She also asked about the number that she had been given for fund balance and Mayor Carpenter stated that the amount of the fund balance was as he had stated earlier.

#### APPROVAL OF VOUCHERS FOR PAYMENT:

Abstract 5 2018 General Fund in the amount of \$243,617.26 Trustee Petralia made the motion, Trustee Drew seconded it all in favor

Abstract 5 2018 Sewer Fund in the amount of \$17,161.80 Trustee Drew made the motion, Trustee Proctor seconded

#### ADJOURNMENT

Robert Petralia made the motion to adjourn, Trustee Young seconded the motion, all in favor

Recording Secretary,

*Cory Heyman*