

**VILLAGE OF SCHUYLERVILLE**  
**MEETING MINUTES**  
Wednesday October 10, 2018

PRESENT:

Mayor Daniel Carpenter  
Trustee Bryan Drew  
Attorney Dave Kliengbiel  
Clerk/Treasurer Cory Heyman

ABSENT:

Trustee Robert Petralia  
Trustee Jason Young

BOARD ANNOUNCEMENTS:

- Schuylerville/Victory Board of Water Management Meeting Monday, October 15<sup>th</sup>, at 7 PM in the Victory Meeting Hall
- Schuylerville Tree Committee Thursday October 24<sup>th</sup> at the Village meeting Hall
- Sidewalk committee to be announced October 25 at 6 pm village hall
- Schuylerville Village Board Workshop Meeting Monday, November 5<sup>th</sup> at 6:30 pm at the Schuylerville Village Hall.
- Schuylerville Village Board Meeting Wednesday, November 14<sup>th</sup> at 7:00 pm at the Schuylerville Village Hall.

Mayor Carpenter announced that Marjorie Merrill-Boyce is going to be celebrating her hundredth birthday this year. There will be an open house on October 21<sup>st</sup> to celebrate this. Marjorie born October 23 and 1918 graduated Schuylerville Central School in 1936 then as a nurse from Catholic University in Washington DC has three grandsons Chris and Seth Merrill and Spencer Boyce and four great grandchildren. Marjorie is a talented craft maker knitting, crocheting, stitching, rug hooking and many other lovely crafts still to this day.

MINUTES:

Mayor Carpenter asked the board if they had read the minutes and asked if he could get a motion to approve the minutes. Trustee Drew made the motion to approve the minutes and Trustee Lebaron seconded the motion, all in favor.

TREASURER'S REPORT:

General Fund	\$973,574.64
Sewer Now Account	\$163,718.12
Trust Agency Account	\$30,674.08
Housing Rehab	\$0.00
AHC home imp.	\$0.00
Septage receiving	\$66,920.36
Capital Sewer	\$120,466.99
Repair reserve	\$4,653.58
Sidewalk repair res.	\$25,048.76
Sewer Equipment	\$59,036.06
Harbor Project	\$5,078.51
Memorial Day	\$4,361.10
Capital Project	\$10,061.01
Morgans Run	\$14,162.73
Ft. Hardy Park	11,779.75

Mayor Carpenter welcomed Timothy LeBaron as a Village Trustee. Trustee LeBaron will be taking the place of Trustee Nicole Proctor. He will remain trustee until the upcoming election which will be a special election as Nicole Proctor's term would not have been up until 2020. He then announced the appointment of the new village clerk Rebecca Christner after extensive interviews with several candidates for mayor has selected our new village clerk.

DEPARTMENT REPORTS:

- CODE ENFORCEMENT

Mayor Carpenter read from the building and codes report twelve calls, three property inspections, one which dealt with a complaint about a resident dumping pool water into another residents property, a framing and plumbing issue, three building permits were issued, three C of O's and renewed a permit. Gil was also asked to speak to the homeowner next to Stewart's regarding the bushes having not been trimmed.

- DEPARTMENT OF PUBLIC WORKS

Mayor Carpenter asked Bryan Drew if he would like to speak, as he had been present at the workshop when the report was read. Trusty Drew mentioned that the purchase of the new plow had been discussed. Mayor Carpenter stated that Rob Decker had spoken to him about the readiness of the pool of the salt shed. Mayor Carpenter informed the board that he had spoken to Town of Saratoga supervisor Tom Wood regarding moving into the salt shed this year and is waiting to hear back from him. The international dump truck is currently off the road, it was discovered this morning that there was a hole in the air tank. Currently we are looking for parts to fix that. Mayor Carpenter also mentioned that the DPW was inundated with water jobs last week

Mayor Carpenter also noted that the complaint that Wendy Lucas had expressed at the last meeting had been addressed in that the clippings had been picked up and that Mayor Carpenter intended to have a conversation with the homeowner regarding this issue.

- FIRE DEPARTMENT

On September 29<sup>th</sup>, seven members attended the MacBoston 18 Truck Training Day with the FDNY at the Saratoga County Fire Training Center in Ballston Spa.

October 8th T-577 was sent to Vander Molen in Ballston Spa for annual aerial service and inspection. It is expected to be back on Thursday (11th).

On Friday October 12th Schuyler Hose will be conducting fire prevention day activities at the Schuylerville Elementary School.

The fire station will be open on Tuesday evening October 31st for Halloween trick or treaters. The 2007 Dodge Durango is currently posted on GovDeals.com. The on-line auction is scheduled to end on October 17th.

Department responded to 12 alarms in the month of September. 126 alarms YTD (September 31).

□ September 25th – Structure fire at 1034 State Rt. 29 t/o Saratoga. The auto shop fire went to a second alarm requiring

- WASTE WATER TREATMENT PLANT

Mayor Carpenter noted that Charles Sherman was not present and that there had been discussion at the workshop regarding the pump and the generator that Charles Sherman had requested. Charles Sherman had reported that the plant was running well. Mayor Carpenter noted that Trustee LeBaron had advised him that at the workshop, Charles Sherman had advised him that other than a small portable unit, there was no backup generator at the plant. The board instructed him to get quotes for this.

- HISTORIAN/VISITORS CENTER

For the historian's report Christina Saddlemire emailed Mayor Carpenter earlier today with her report. The visitor center will be closed following the Surrender Day on Sunday October 21<sup>st</sup>. The DPW will then winterize and close the building for the year. Mayor Carpenter also noted that the new visitor center will most likely not be opening next year, therefore we will expect to be opening our visitor center again in the spring.

- WILTON EMERGENCY SQUAD

No report

- PLANNING BOARD

No report

- SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT

Mayor Carpenter stated that Chairman Baker was not present and that the minutes from the previous water board meeting were available online for review.

#### PUBLIC COMMENT:

Mayor Carpenter opened the floor for public comment;

Wendy Lucas spoke saying that at the last workshop it was mentioned that Charles Sherman was using his own pump at the plant and stated that she felt that he should be allowed to purchase whatever equipment he needed to run the plant and should not be using his own equipment.

She also asked if he was going to be announcing his new trustee. Mayor Carpenter apologized and stated that he had meant to include that in the announcements, he stated that Friday morning he appointed and swore in Tim Lebaron in to fill the vacant Trustee seat until the special election which will be held at the same time as the regular election in March of 2019.

He also announced that he, Trustee Jason Young and Cory Heyman conducted interviews of six candidates for the position of village clerk. Mayor Carpenter, after much deliberation, offered the position to the candidate he felt was most qualified and sent a letter of offer to Rebecca Christner for the position of Village Clerk.

Rebecca Christner has accepted the position and is starting training this week.

Wendy Lucas asked where the new village clerk lived, Mayor Carpenter stated 11 Ironwood Drive in Saratoga Springs.

Wendy Lucas asked if there was an update on the sidewalk project Mayor Carpenter informed her that a contract been signed and that Drew Alberti had reached out to DOT make sure that we could extend just passed the October deadline and then once we hear back from DOT we can get started. Ms. Lukas expressed concern about the weather regarding this project, Mayor Carpenter agreed.

Wendy Lukas asked when the Saratoga recycling date was, David Kliengbiel stated Saratoga Sustainable recycling day was to be held on October 20 from 9 to 2pm in the SPAC parking lot. She also asked about the Christmas tree at the veteran's park and whether we were planning on putting lights on the tree she asked if he had thought about relocating the site for the Christmas tree. Mayor Carpenter said that it was too late in the year to relocate the tree. He stated that we

are not prepared to move the tree lighting ceremony and that he expected we could move it next year.

Wendy Lucas also asked if parking was going to be enforced this year Mayor Carpenter stated that it was, and that he was hoping that Trustee LeBaron would take an active interest in this subject next year.

Ms. Lukas also stated that while she felt that the minutes were very informative, that the public comments that are recorded therein are still not being addressed. Mayor Carpenter stated that he would point out action items in the future that need to be addressed.

A question was raised regarding meeting recordings and it was requested that they be posted online. Mayor Carpenter stated that this could be done.

### OLD BUSINESS;

Mayor Carpenter spoke regarding the subject of the plow in Rob's absence Mayor Carpenter went over the specifics of the plow quotes and that the board had approved the purchase of a plow up to \$3,700.00. He said that Rob was able to go back and secure the same price. Mayor Carpenter asked the board to make a motion for approval of the quote for the plow with less extras at the price of \$3700.00. Trustee Drew made the motion to approve the expenditure of up to \$3700 for the new plow. Trusty LeBaron asked if this included the interior parts wiring frame. Mayor Carpenter stated that it did, and that the wiring was the same as the current plow, which would give us spare parts as well. Trustee LeBaron seconded the motion, all in favor.

Regarding the car wash for the football team Mayor Carpenter noted that Rose Decker had received an email and that she would speak to Bryan Myers about the process. Anthony Smith is a gentleman who contacted us he is a new commissioner for Schuylerville football OSAA There was some discussion that they would need permission from the water department to use the water and that the event will be held at the firehouse and that they only need to obtain the proper insurance to cover them for the day. Attorney Kliengbiel expressed concern about what would happen if there were a fire, and would the trucks be able to get out. Trustee LeBaron assured him that they would set up the car wash in an area that would not interfere with the trucks getting out of the building in the event of an emergency.

### NEW BUSINESS;

Joanna Alberson has brought a complaint regarding the Village property at the corner of Towpath and Saratoga Street. She has requested that the DPW maintain the corner. She claims that we've taken something attractive and made a mess of it. Mayor Carpenter stated that he did not disagree with her statement and that he would discuss this with the DPW the removal of the stump and the cleanup of this portion of village property.

Mayor Carpenter stated that the village would clear cut and seed the property with grass but that we were not equipped to maintain this as a flower bed.

Trustee LeBaron stated his concern that when that corner was cleared that there might be a problem with boat trailers driving over Ms. Albertsons property

Next on the agenda was the discussion of outsourcing payroll. This subject came up as a result of the query regarding direct deposit for payroll. Upon inquiring into this matter, it was discovered that due to prior issues with embezzlement, the village would not be allowed to have electronic

banking and therefore we would not be able to use direct deposit. Currently, the only way that we could get direct deposit for the employees would be through a payroll company. We have started the process of soliciting offers from outside vendors for payroll processing. Mayor Carpenter hoped that we could put the new village clerk to better purposes rather than just processing payroll, health benefits, reports and so. He hopes that this would free the clerk to do other duties; for example searching grants. Mayor Carpenter also noted that one of the payroll companies had a service they offered with which we can have the ability to track employees time through an app on their smart phones.

Currently there are four proposals for the board to review. Mayor Carpenter stated that we were not ready to act on this at this point, and that the board should be prepared to make a decision at the next meeting, after more review at the next workshop.

The revisions that were needed to be made to the employees handbook were discussed..He felt that there were items that are missing from the handbook as well as the fact that right now employees have only one week of vacation. He stated that Treasurer Heyman has the sexual-harassment policy downloaded and that the deadline has been extended in regard to the training for this. We are currently working on getting this training completed as soon as possible as well as the work place violence training. Mayor Carpenter noted that Treasurer Heyman has obtained electronic copies from another municipality that we can review in compared to the one that we currently have. The object is to merge the two to create one that covers all aspects and includes the changes that we need to make.

Some discussion followed on the issue of controlled substances and what terms we would like to see in our handbook regarding the use of these. Attorney Klingebiel noted that this was becoming an issue as neighboring states are now legalizing marijuana. He asked what our position would be if an employee crossed the border used marijuana legally in another state and then came back, was tested, and this drug showed up in a blood screen.

Trustee LeBaron asked if all of our employees had CDL's he was informed that only Rob Decker, Ray Carr and Patrick Grogg were required to maintain a CDL. Trustee Lebaron noted that these employees would be obligated to follow federal guidelines regarding controlled substances.

A resolution to approve changes in the structure of our retirement benefits was presented. Currently there is no agreement with retirement that employees sick time be added to their retirement. Currently, upon retirement, any sick time that an employee has accrued will be lost. This would allow for a maximum of 100 days for tier six and 165 for tiers four and five. It was unclear to the board whether the resolution was for reimbursement for health care costs, or for extended retirement. Attorney Kliengbiel stated that he would like to review the resolution before it was passed.

Attorney Kliengbiel asked authorization from the board to proceed against Mr. Christopher Moore for his delinquent sewer bills to start small claims action. Trustee Drew made the motion to proceed, Tim Lebaron seconded all in favor.

## PUBLIC COMMENT;

Mayor Carpenter opened the meeting again to public comment. Wendy Lukas asked if we were still using random drug testing for employees.

Mayor Carpenter stated that there is a mandatory requirement for new employees to be drug screened, but that it was not the policy of the village to conduct them randomly.

Wendy Lukas stated that she felt that the situation regarding embezzlement was a long time ago, and that it was unfair of the bank to deny the village electronic banking, and that Glens Falls National is not the only bank. She suggested that perhaps the board could look into a credit union, and that there was one in Saratoga. She also thought we could look into getting a letter from the comptroller's office giving us permission to use electronic banking.

Mayor Carpenter stated that although it has been a long time since the embezzlements. he was reminded by several residents who expressed concern regarding this when he introduced Treasurer Heyman They were concerned that someone coming in from outside of the village could be a risk.

Some discussion followed as pertains to the current software that is used for the village Mayor Carpenter stated that there had been a review of the software and they had looked into other programs; however, the cost was very high, and that the current software is quite adequate. An inquiry was made as to which services could be paid for in cash. Treasurer Heyman stated that people paid cash for garbage stickers, village taxes and sewer bills. Mayor Carpenter notes that the village has a safe on premises. At this point the mayor also noted that the alarm had gone off at the village office on Columbus Day. The door had been opened, but nothing was missing. Attorney Kliengbiel asked when was the last time the lock was changed and who could have duplicated the keys. The exact date was unknown. He suggested that we change that lock.

Video cameras were also suggested by **??? woman with the baseball cap.**

Trustee Drew brought up the matter that Wendy Lukas had given him a list of the New York State smart communities in Saratoga County in the town of Clifton Park and asked if this should be discussed at the next village board meeting. Mayor Carpenter said that he had spoken with the representatives from the clean energy group and that if you reach out to these members you become eligible for up to a hundred thousand dollars in non-reimbursable grants. Mayor Carpenter noted that it was things like this that he wanted the village clerk to be able to focus on as opposed to spending so much time in payroll and payroll reporting. He feels that there are missed opportunities.

#### APPROVAL OF VOUCHERS FOR PAYMENT:

General Fund Vouchers approval in the amount of \$14,982.11, Trustee Lebaron made the motion to approve the general fund vouchers, Trustee Drew seconded the motion, all in favor.

Sewer Voucher approvals in the amount of \$38,187.37 Trustee Lebaron made the motion to approve the sewer fund vouchers, Trustee Drew seconded the motion, all in favor.

#### ADJOURNMENT:

Mayor Carpenter asked if he could get a motion to adjourn, Trustee Drew made the motion to adjourn, Trustee Lebaron seconded, all in favor.

Recording Secretary,

*Cory Heyman*