

Village of Schuylerville Workshop

October 1st, 2018

Roll Call;

Present;

Trustee Jason Young

Trustee Robert Petralia

Trustee Bryan Drew

Clerk Treasurer Cory Heyman

Absent;

Mayor Daniel Carpenter

Trustee Jason Young led the meeting in Mayor Carpenter's absence

DPW report;

Rob Decker discussed the situation regarding the Ferris mower. He stated that the motor is dead, and that to replace the motor would be approximately \$1,850.00. He felt that in his estimation, the current value of the machine if it were in working condition, would only be \$2,500.00. He also stated that he felt that they could use the bagger that was on the Ferris mower for another mower that they own, should the village decide to scrap or sell the Ferris mower, and that he would like to leave this decision to the board.

He then addressed the issue of the plow for the loader which was damaged over the winter and cannot be repaired. His opinion was that this should be scrapped. He also mentioned the Fisher plow, which had a millboard that was torn off. The frame is in good shape but the plow is not usable.

Complaint from 63 Ferry St. regarding a tree that needs to come down. Rob Decker asked the board what they would like to do regarding this issue and stated that in the past the procedure was to get a price and split the cost with the homeowner 50/50.

The Hathaways on Green Street are complaining that since the road has been rebuilt they are getting water in their driveway which is causing an ice problem and mud slick.

Rob stated that he is not sure how we would go about correcting this issue.

He said that the driveway does sit lower than the road. Since we took the slant out of the road. He said short of building a curb he does not know how this can be corrected; however, this would prevent them from entering their driveway on the Green street side (they are on the corner) He suggested that maybe we should hire an engineer.

Rob Decker went over some of the other minor issues with equipment.

Rob Decker stated that a serious problem was developing with trash in the alleys.

Mattresses furniture and other items were being left out.

Mr. Decker feels that he felt this should be addressed before snow plowing season, and asked if this should be handled by him or if Gil should address this.

Rob Decker announced that there is some new training that will be required for the DPW as regards to dig safely. A bill has passed the senate stated that any municipality must have the training, this includes the DPW staff as well as any person who is working for the DPW. There is a class coming up in Latham for \$25.00 per person. This has not yet been passed by the governor.

Rob stated that he thought there was a course that could be taken online.

He also asked about sexual harassment training. Rob reported that the new employee started today and that he thought he did well.

Charles Sherman gave the wastewater treatment report, he stated that he felt that things were going well at the plant.

He stated that he felt that he had worked to perfect the formula they use to dry out the sewage.

He was hopeful that they might be able to handle more septage next year with the improved system.

Charles Sherman stated that much of the equipment that had been used previously was owned by United Water (the previous contracting company that ran the plant) and these were things that he felt he needed to run the plant correctly. He stated that he was using equipment of his own for example his truck, his snowblower and his generator. He would like to be able to purchase some of these items.

Trustee Young announced that there would be a new trustee appointed at the next meeting, there were a couple of people who applied, and that the mayor would be announcing his choice next week.

The interviewing for the position of Village clerk was done by Trustee Young, Mayor Carpenter and Clerk Treasurer Heyman, Trustee Young stated that he had picked his top three and that the Mayor would be announcing his choice within the week for the clerks position.

Trustee Young announced the next item on the agenda which concerned hiring out the payroll. He referred to treasurer Heyman, who had been looking into this option.

Treasurer Heyman stated that when she inquired with Dave Penzer of Glens Falls National as to how they should go about instituting direct deposit, Mr. Penzer informed her that the village would need to have online banking. He also informed Treasurer Heyman that because of the embezzlement issues that the village has had in the past, the village is severely restricted from access to online banking, as this presented a greater risk for fraud.

David Penzer suggested that they could use a payroll company for this. Treasurer Heyman and Mayor Carpenter then discussed the pros and cons of this option, the time involved in running payroll and reports and including the fact that this would eliminate the need to train the new clerk on payroll and that the village would save money as well on the cost of support for this module in the software. Mayor Carpenter has tasked Treasurer Heyman with obtaining quotes for payroll processing for the village.

Handbook update. The employee handbook has not been updated since 2009. The trustees were given copies of the old handbook, as well as a copy of the town of Stillwater's handbook, which they were given from the Town of Malta, which was just updated in 2017 Treasurer Heyman had made notes in the handbook from Stillwater to indicate items that did not pertain to us. It was decided that the trustees and mayor could look over the handbook and decide if there were any things they would like to add or omit.

Rob Decker questioned why he is asked for three quotes for procurement. He stated that the procurement policy only asks for two.

Currently the maximum order can only be \$500.00.

As a result Charles often needs to make separate orders for items that he needs. He asked if we could adjust our procurement policy to allow a larger amount when there are multiple items that need to be purchased at once.

Rob Decker asked why the board has been asking for three quotes when the procurement policy only asks for two.

Sick time abuse was also discussed.

Trustee Young made the motion to adjourn, Trustee Drew seconded, all in favor.