

**VILLAGE OF SCHUYLERVILLE**  
**WORKSHOP MINUTES**  
Monday June 4<sup>th</sup> , 2018

PRESENT:

Mayor Carpenter  
Trustee Robert Petralia  
Trustee Brian Drew  
Trustee Jason Young  
Deputy Clerk Rose Decker

ABSENT:

Deputy Mayor Nicole Proctor

Drew Alberti spoke about the Technical Assistance Grant the village had been awarded. This grant is the starting point to the next step, which would allow the village to apply for matching funds to improve participating buildings on Main Street. This grant is finished in Feb 2019, after this is completed, we could then apply for the grant for renovations. Right now, we will have about a three-week turnaround time to select the vendor who will provide the study, the engineering and the reports. This means we need to move fairly quickly on this. The Village needs to appoint a committee, which would have two basic tasks; number one would be selecting the vendor. We will look up the procurement standards for the village regarding selection of vendors, soliciting minority and women owned businesses as required by law, then publicly announce the request for proposals. The committee would then review those proposals and select the vendor. The selection process is done on a grading system with certain criteria that are preestablished. Mr. Alberti stated that he will walk the committee through this process. The second step is to select which buildings should be included in the study. The ultimate goal here is to get these renovation funds. A point to bear in mind is that these are matching funds, meaning that the building owner would need to be willing to invest in their property. We need to get these property owners to commit to this project before we do the study. As concerns the selection of the committee, Drew Alberti mentioned that Trustee Proctor would not be able to be on the committee, as she is employed by Flatley Read. He also mentioned that whoever is on the committee should not be someone who is intending to participate, as they will ultimately have to recuse themselves. Persons who could be considered for this committee could be members of the planning board, the building inspector, and any member of the community who are not interested in participating in the matching funds. These committees are generally made up of four people. Mayor Carpenter asked if Mr. Alberti would be able to select the committee. Mr. Alberti stated that it would depend on our local law, if we have any local guidance for standards used in determining best value. Mayor Carpenter asked the board if they were okay with him reaching out to some people that he felt might be interested, the board said yes.

## WWTP

It was discussed that the board would like to have more detailed reports from the WWTP operator. Mayor Carpenter gave the reports that the board had received from the previous WWTP operator as an example.

The prior WWTP operator would report any high-water events, report the flow detail for the month provide the board with a cost spreadsheet, created monthly, to allow for projection for any future repairs and maintenance. Mayor Carpenter stated that he would like to receive at least a quarterly report of this kind until Charles Sherman is more experienced with these kinds of reports. Mayor Carpenter feels that knowing flow capacity and daily readings would give the board better understanding of the operations at the plant.

Trustee Young advised that this could allow the board to have some input on ways to improve efficiency at the plant. He feels that reports of this kind could help the board to assist in troubleshooting and to anticipate the need for upgrades and improvements to help the plant perform at maximum efficiency.

Mayor Carpenter stated that if Charles took advantage of the data provided by the Treasurer, he could become more familiar with the financial end of the plant operation.

Dan Baker asked if he could speak. He stated that he felt that the WWTP report could be a work in progress, that would eventually lead to better cost projection, and a better budget process. He explained to Charlie that these reports could help the board to make decisions in advance, before the needs become crucial and costs could become a burden on the taxpayers.

Charles Sherman said that the data was being recorded.

Tim Labaron asked that this information could be brought to the meetings, particularly any irregular data, as this could be indicative of impending issues. Mayor Carpenter agreed with Tim's point

Dan Baker also asked if Sherman could do a cost analysis during the periods of the year when they were taking in septage to determine whether the revenues received were enough to justify the increased load on the plant.

Sherman agreed to bring the reports that were generated for his MOR to the monthly meetings for the boards review.

Mayor Carpenter reported the emergency call from Roto Rooter on the west side of Broad between Ferry Street and the day-hab center. Quite a bit of grease had collected in that line. Mayor Carpenter planned to investigate further to narrow it down to which restaurants were on that particular line, so that he could make suggestions to the responsible restaurant owner.

Charles Sherman stated that the pumping station in the Village of Victory was experiencing issues as well with their pumping station with baby wipes that are advertised as flushable, but which do not degrade quickly enough, and cause the pump station to break down.

This is in regard to the sewer pump station that Schuylerville has recently acquired as per the Sewer agreement with Victory which was recently settled.

There is an alarm system in place, but the alarm does not alert the operator. Currently there is a resident who calls the DPW to report when the alarm is tripped.

Charles felt that there should be a telemetry type of system to alert the operator of any issues.

Mayor Carpenter felt that there should be some plan in place to regulate this plant, as we do not want to have an issue where the flow could possibly end up going into the nearby fish creek.

Drew Alberti asked if this was an infrastructure issue or operational. Mayor Carpenter stated that the only infrastructure issues that we as a village could address were those that may exist in the pump station, as we do not own the distribution system, this is owned by the Village of Victory. Mayor Carpenter asked if we could add the maintenance of the generator to the existing contracts that we have on our own equipment, and to look into a monitoring system for the pumphouse in Victory.

#### DPW report

Rob Decker addressed a complaint from a Thomas Wilfey regarding the ballfields and the weeds that were growing under the bleachers and fence lines. Wilfey was concerned about the possibility of ticks. Decker stated that usually the DPW takes care of this, but that they had not been able to do this yet. It would be addresses as soon as possible. There was also a complaint at 92 Broad Street about a tree being cracked up the center. Rob Decker observed the tree. He said that the resident would like to have the tree removed, but the resident had also asked if the village could replace the tree as well. Mayor Carpenter stated that the village could split the cost of cutting down the tree with the resident, but that the removal of the stump would be the responsibility of the resident, the homeowner could then contact the tree committee to arrange for a replacement.

Mayor Carpenter also mentioned that the DPW was short staffed the previous week, as Decker was out on vacation and another DPW member was hospitalized.

Decker said that they had experienced several issues with equipment breakdown.

A blower and a cheaper lawn mower have broken down completely, he feels that they could be replaced for less than \$500.00.

38 ton of trash were picked up during trash week. The garbage truck sustained some fairly serious damage to the inside of the bed. It is still usable but will sometimes leak when it rains.

The hydraulic tank on the dump truck has developed a leak, to replace this tank is \$2,700.

Decker is working on a solution with a representative from T and T who feels that he might be able to repair the tank instead for a reduced cost.

The dump truck is still able to be used, but is currently sitting over a bed of speedy dry.

A lawn tractor that was planned to be replaced next year, purchased in 2011 was a commercial grade mower, is now reclassified as a residential. The motor needs to be replaced. The best price that he was able to get was \$1,892.00 to replace the motor. Rob got 6 lawn mower quotes, the best price was a Husqvarna at \$7,244.95 a 52-inch mower with the bagger.

Rob Decker has been unable to get in contact with the state on the Stewarts no parking signs issue.

The electronic speed sign should be here by the middle of June.

The snow plow has been installed, as has the overhead door at the DPW garage,

Paving on Spring Street, potholes are back already.

Sections of Pearl Street, Church Street and all of Morgan's Run need to be hot patched, Rob will be scheduling these repairs as he can

Rob Decker stated that he felt that his crew were being subjected to unnecessary criticism regarding the maintenance of the town grounds. Tim Labaron asked why the DPW were maintaining the town grounds, Mayor Carpenter stated that there were shared services. Decker also mentioned there were two employees who is probationary period to work up in decisions need to be made regarding hiring

Mayor Carpenter spoke regarding the issue of the natural dam that was forming in the canal. He said that he had walked the canal with the DEC on Friday, and that they had been discussing how to move forward on the issue of the buildup of sediment in the canal and the various grants that could be available for this project.

We now need to find out the volume of sediment that would need to be removed if we were to dredge the river from bank to bank, three and a half feet down from the Curtis Lumber section to Saratoga Street, and then, in the section from Saratoga Street to route 29 at a depth of 2.5 feet from bank to bank. That would give us a baseline cost for the dredging.

In addition to finding out the volume of the sediment, we need to get a better idea of the levels of PCP in the sediment. The level of contamination would be the biggest factor in the cost to remove sediment.

There was some discussion regarding the fact that while they were only two culverts that are visible, there are believed to be two more that are buried and completely clogged with sediment. Mayor Carpenter discussed the possibilities of a dry sediment removal, which would be accomplished by draining the canal, although there is a possibility that gate five would not go down far enough to allow the far north area pond to drain completely.

Dan Baker spoke about the water meeting on May 21 at the Village of Victory Hall.

The next meeting will be held on June 18<sup>th</sup>.

Dan Baker touched on the highlights of the meeting;

3 notices of violations were received for missed sampling in the first quarter; apparently the lab had mistaken our bottled water samples for the waste water treatment plant SPDS permit testing, and so our water was not tested. Don Coalts contacted the department of health but was told the violation still holds. Don Coalts assured Chairman Baker that they had worked with the lab to be sure it does not happen again.

Spensieri completed the tank cleaning on May 1<sup>st</sup> they will be installing safety railing and mixer later this week

There was a discussion regarding the replacement of curb stops and connections on Pond and Cemetery road as the Village of Victory will be paving these roads and do not want to have the newly paved roads torn up. The board is considering putting this job out to bid, as this could be too much for our DPW to handle.

We are waiting on hydrant quotes, two replacements and one repair.

258 Broad Street homeowner reported to the village that the water to his house, which was supposed to be shut off, was still on and that he had a leak in his basement. DPW went out to the site but were unable to locate the shut off. It was discussed among the board that this was an old

issue, three homes outside of the village are connected on an old galvanized line. Chairman Baker will task the DPW with attempting to find the shut off for these lines.

Some discussion followed as to the location of the shut off.

Tim Labaron stated that he felt that the line was on the other side of the street, it was determined that the DPW needed to look into finding the stop.

Dan Baker discussed the matter regarding the fact that there were limited personnel on the DPW who were familiar with the infrastructure. One of these, Billy Lloyd would be retiring within the next couple of years. The water map we have on file has consistently proven to be inaccurate. He felt it might be prudent to investigate having a professional company come in to map the water line locations as well as possibly the sewer lines. This could possibly be an expense we could share with Victory.

Annual Water Quality Report was approved and will be sent out with the next water billing, as well as posted on the website.

Jason Young, who owns the yacht basin property currently known as Clark's Steakhouse, has requested that his property be reduced by two units, as he had removed two apartments when he renovated to enlarge the area designated as the restaurant. This property had been reviewed in 2016 and been assessed at 7.3 units. Some discussion followed as to whether there was still an apartment above the restaurant. It was decided that the board could not make any adjustment to his units until they had heard from the building inspector.

42-44 Burgoyne Street repair, Saratoga County DPW has completed the repair to the road. The board made a motion to remove Anna Welfley as a signatory on all Schuylerville/Victory Board of Water Managements accounts with Glens Falls National Bank, as she is no longer an employee of the village.

Mayor Carpenter read from the tree committee minutes, as Deputy Mayor Nicole Proctor was not present. The Tree Committee Meeting was held at 4:00 PM, Wednesday May 23, 2018 at The OS Reformed Church.

The meeting was called to order by Chair Nikki Proctor at 9:40 AM. Present in addition to the chair, Bill Standish, Rich Furlani and Dave Roberts.

Nikki reported that the Tree Planting scheduled for April 28 and 29 came off without a hitch. Seven trees were added on Broad St, one on Church and one on Morgan's Run. The latter, planted at the Committee's request on property owned by the Proctor family is meant to serve as the demonstration planting for what is hoped to become the "Morgan's Run Program" wherein residents can sign up to host trees to be planted on their property. The fee to be charged for hosting a tree was set at \$50 which is the amount that National Grid pays under its Tree Replacement Program. The Proctor family kicked off the program with their \$50 payment to the Tree Committee.

Dave Roberts reported that all the paperwork required for the Village to be enrolled in the National Grid Tree Replacement program has been submitted, including the passage of a "sealed" resolution passed by the Board of Trustees at their last meeting.

Chair Nikki Proctor said that the feed-back she and the Mayor have been getting on the "A New Tree" signs along with their companion plantings has been overwhelmingly positive. Sharon McTgue of 79 Saratoga Street, Alyssa Giambalvo of 58 Pearl Street, Jenee Monell of 197 Broad Street and Amanda Mabb also on Broad Street have all contacted the Village expressing interest in hosting a tree

Nikki announced that Michele Eckmans, a landscaper and grower in Wilton will donate mulch to the Tree Committee. Also - The Board of Directors of the Hudson Crossing Park has decided that funds designated for the Tree Committee can be channeled through them in order to offer the donors the benefits of donating to a 501c3 tax-exempt organization. Also - \$200 has been received by the Village designated for the Tree Committee and is being held in the Village account. Also funds remaining in the Chamber account amount to \$2,442 with approximately \$700 in bills outstanding.

Arrangements for watering the new plantings were reviewed. Some logistical issues cropped up with the 4 trees at the Day-hab. Nikki will purchase four 5 gallon buckets into which a 1/8" hole can be drilled to effectuate slow watering of those trees. Dave Roberts will purchase a 100' hose for use in filling those buckets (min 4 X per week). Dr. Jinks will supervise that process.

Deputy Mayor Nicole Proctor asked that the board discuss the removal of the cottonwood trees that were taken down in Fort Hardy Park. Some discussion followed as to the fact that several people had inquired about the trees, no one had as yet come to take them. Logistically they were very large and would be difficult to remove.

Saratoga county chamber chair Todd Shimkus has been working diligently on preparing a DRI (Downtown Revitalization Initiative) grant. This grant was 29 pages long.

Mayor Carpenter asked the board if it would be OK for him to ask Todd if he could post the work that Todd did on the village website. This was submitted ahead off the deadline.

The EPA is in the process now of determining where they will sample in the canal as well as in the park. Mayor Carpenter mention that there was a meeting on Thursday at 10 o'clock with a representative from the LA group Tom Wood, am member of the Hudson crossing group both chambers the county and Julia Stokes from the canal group.

Climate Action Committee proposal. Mayor Carpenter met with some high school students on Thursday night. They presented a slideshow highlighting how other communities have taken it upon themselves to form these climate action committees to look at proposals that the town could implement to be greener as well as saving money in the long run.

They would like to know if we would like to partner with them to form a committee. They are a group consisting of 9 through 12 grades. An example they gave of action we can take, is that we can identify to national grid what we want as our power source. Meaning that we can specify solar as opposed to coal, etc.

Climate Smart Communities Grant Program.

Mayor Carpenter asked Drew Alberti to address the board on this matter.

This is a grant that is offered through DEC to address issues with culverts. This is funded through the Consolidated Funded Act, through NYS. They will fund up to \$800,000.00. This is a 50/50 grant, meaning that we would have to find another way to come up with the other half of the funds. On state funding could be available through such entities as the Environmental Facilities Corporation, the alternate and much easier route is CDBG. This is actually a federally funded HUD program. The ideal outcome is that we could match this state fund with a federal fund and end up with possibly zero.

Drew also stated that we would need an engineering report of the conditions of the culverts before we could begin this project, which he estimated would cost in the area of \$20,000.00.

Drew Alberti thought that there were plans that had been drawn up at the town of Saratoga.

Brian Drew stated that Alberti had submitted the grant for the sidewalks, which the Village was awarded nomination through Carey Warner.

Drew Alberti informed the board that although we have approached five different companies, we have so far only received one quote.

The quote was from Thieverge. It came in at about \$36,000.00. Drew Alberti thought that maybe we could do the other side of the street, to use the entire grant of \$50,000.00.

He asked for a revised quote from Thieverge to do the other side of Pearl as well.

The next quote came in at about \$62,000.00 and included removal of the existing sidewalks.

Mayor Carpenter stated that he would like to see the quote.

Mayor Carpenter informed the board that the school was not going to allow the students to park in the school parking lot, which would cause the students to need to park on the side streets and would increase the number of students crossing the street.

Trustee Young cautioned that although he was very excited about these grants, he was concerned that the village could get in over their heads financially, as they would need to pay for these improvements up front and that there might be a longer time than anticipated before the state reimbursed the funds.

Drew Alberti said that he would do some strategic planning to determine how much money Schuylerville wanted to spend up front. Currently he thought that the number could be upwards of \$75,000.00.

The last comprehensive plan was from 2005, tis should be updated.

Trustee Young agreed and stated that he would be willing to meet with Drew to go over these issues.