

Village of Schuylerville

Meeting Minutes

October 16, 2019

PRESENT:

Mayor Dan Carpenter
Deputy Mayor Jason Young
Trustee Whitney Colvin
Trustee Tim LeBaron
Attorney David Klingebiel

ABSENT:

Trustee Bryan Drew

BOARD ANNOUNCEMENTS:

- Schuylerville/Victory Board of Water Management Meeting on Monday November 18th at 7:00 pm in the Victory Meeting Hall
- Schuylerville Tree Committee Meeting, to be announced.
- Schuylerville Village Board Workshop Meeting Monday November 3rd at 6:30 pm at the Schuylerville Village Hall.
- Schuylerville Village Board Public Hearing at 6:45pm followed by the Regular Meeting on Wednesday November 13th at 7:00pm at the Schuylerville Village Hall.
- Schuylerville Planning Board Meeting Cancelled for this month.

MINUTES:

- The minutes from the September regular meeting were presented for approval. Trustee Colvin made the motion to approve the minutes, Trustee LeBaron seconded the motion, all in favor, minutes approved.

TREASURER'S REPORT:

General Fund	\$1,125,987.19
Sewer Now Account	\$217,852.20
Trust Agency Account	\$40,820.34
Housing Rehab	\$0.00
AHC home imp.	\$0.00
Septage receiving	\$69,248.73
Capital Sewer	\$90,625.61
Repair reserve	\$4,655.92
Sewer Equipment	\$59,065.61
Harbor Project	\$5,081.08
Memorial Day	\$3,863.23
Capital Project	\$10,061.01
Ft. Hardy Park	\$11,800.09

DEPARTMENT AND COMMITTEE REPORTS:

- **CODE ENFORCEMENT**

Gil Albert read from his report the permits issued, inspections performed and classes attended during the month. He notified the board that there was a building permit that he would be issuing for new construction on 109 Pearl Street. He asked permission from the board for this resident to connect to municipal water, this was approved. Mayor Carpenter announced at this point that the library would be holding a ribbon cutting on the Sunday of the Fall Festival at the library for their new addition.

- **DEPARTMENT OF PUBLIC WORKS**

Rob Decker gave the report for the month. An item of note was that the dump truck had seepage in three of the hydraulic cylinders. Decker asked that the word could get out to the public that they should separate the leaves from the brush. Decker noted that the new hire had not shown up, leaving the crew still down one person. There was some discussion regarding the pulling of the sidewalks on the Bullard Block.

- **FIRE DEPARTMENT**

No report.

- **WASTE WATER TREATMENT PLANT**

Charles Sherman reported that the plant was running well. He brought it to the attention of the board that the Village of Greenwich had requested that we take in some of their sludge, as they were having some operational issues at their plant. He stated that he had cleared this with DEC. There was some discussion regarding how much we should charge them for this service. Trustee Colvin made a motion to accept the waste from the Village of Greenwich, Deputy Mayor Young seconded the motion, all in favor. Attorney Klingebiel offered to find out how much Glens Falls charged for this service, the board agreed that this would be helpful in determining a price point. Sherman asked if anyone had heard anything about the brewery that was proposed to be located at the Victory Mill site. Mayor Carpenter stated that a 6,000 square foot commercial space was currently slated for a brewery and that there is a preliminary meeting next week at the county to discuss the PILOT and the IDA and that if this goes through there will be a public hearing in the first week of November. They are asking for a 30-year PILOT and \$1,000,000.00 per year in that PILOT. Mayor Carpenter's main concern is the burden on our infrastructure.

- **HISTORIAN/VISITORS CENTER**

Kristina gave her report on the progress of the tours she is creating for the Village. She noted that the visitor's center is now closed. She stated that she had received much positive feedback on the friendliness and knowledge of the staff at the visitor's center. She gave the board copies of a letter from a visitor who greatly enjoyed the center.

- **PLANNING BOARD**

Leona Colvin stated that the planning board had approved the garage on the towpath, as it did not pose a risk to the floodplains. The planning board is still waiting for more plans from the owner of 132 Broad.

- **SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT**

Mayor Carpenter noted that the water board minutes were available for review.

PUBLIC COMMENT:

Wendy Lukas expressed her concerns over the Mill project. She is concerned that this will have a negative impact on our waste water treatment plant and the taxpayers and urged the board to be proactive. She suggested that the waste water treatment plant operator write a letter to express the concerns that we have.

OLD BUSINESS:

An RFP to go into contract with a forester to harvest the timber on the Easton property was sent out on September 29th. Only two foresters responded, F&W Forestry at \$6,225.00 and John O'Donnell at \$5,300.00. The board agreed that although the initial cost seemed higher with F&W Forestry, they felt that the quality of service would be higher, as F&W came highly recommended and the forester had included a much more detailed agreement as opposed to just an e-mail stating cost of services. Deputy Mayor Young made a motion to accept the RFP from F&W Forestry, Trustee LeBaron seconded the motion, all in favor.

A sidewalk reimbursement for 31 Ferry Street was presented for approval for \$3,650.00. The balance in the sidewalk reimbursement expenditure line was only \$1,134.00. Deputy Mayor

Young made the motion to approve the reimbursement, Trustee LeBaron seconded the motion, all in favor.

NEW BUSINESS;

There was a presentation by Tom Grabowski regarding a new server for the office. The current server that is in the office is nine years old. It is a Microsoft server 2008, which will no longer be supported for security updates after 2019. This would cause our server to be a vulnerable piece of equipment. In response to Mayor Carpenter's inquiry regarding the cost difference between a physical on-site server and a cloud based one, Grabowski stated that while initially there would be savings, the cloud base server cost would exceed that of the in-house machine after three years. He felt that considering the fact that this server lasted 9 years, that it would be in the best interest of the village to go with a server in house. Mayor Carpenter asked Treasurer Heyman what the status of the expenditure line for data processing was, as this had not been included in the budget. At this point we would need to increase this line by a little over \$5,700.00. Deputy Mayor Young asked if the monthly fees would increase with this upgrade. Tom Grabowski stated that they would remain the same. It was determined that the board would need to increase the line by \$6,000.00. Leona Colvin asked if the data was being backed up properly, Grabowski stated that the files were automatically backed up daily as part of the service agreement that we have with Stored Tech. Trustee Colvin made the motion to approve the expenditure of \$12,637.62 for the server, Trustee LeBaron seconded the motion, all in favor.

There was a request from 10 Burgoyne for Sidewalk reimbursement. The tree contractor stated that it would be necessary to take out the sidewalk to completely remove the stump of the tree. The amount to install new sidewalks was quoted at \$2,850.00. Mayor Carpenter advised the owner that the village would only remove the sidewalk, not prepare the area for the new sidewalks. The owner confirmed that he understood this. The board determined that it made sense to allow this reimbursement as the sidewalk was certainly in need of replacement due to the heaving up from the roots of the tree. After discussing the matter, the board determined that there should be a transfer of funds from the tree contractual line to the sidewalk contractual in order to keep accurate accounting of the expenditures. Deputy Mayor Young made the motion to move \$1,425 from Trees Contractual to Sidewalk Contractual, Trustee LeBaron seconded the motion, all in favor, motion passed.

Workplace violence policy discussion. Village Clerk Helene Patterson submitted copies of the violations we were cited with by the Department of Labor (PESH division) and is hoping for some input by the board on this matter. She has reached out to several local municipalities for support on this and has received great feedback on this matter. We will be reviewing this at our next workshop.

Mayor Carpenter updated the board on the SAM grant, as this was something that had been brought to the previous board. 1. The project description is as follows The Village of Schuylerville aims to improve its downtown area by repairing and/or replacing the sidewalks on the west side of Broad Street from Burgoyne Street to Spring Street (approximately 26,150 linear feet x 5 feet wide). 2. The Village of Schuylerville intends to construct a splash pad behind the

Community Youth Center in Fort Hardy Park. Mayor Carpenter asked the board to review this and to please feel free to contact him with any questions.

Martin Flanders has requested to be allowed to purchase parcel tax lot number 157.64-1-39. Treasurer Heyman, at the request of the board inquired as to whether there are any stipulations that would require the village to return the property to the county, as it was purchased in a pre-auction agreement. Treasurer Heyman stated that she had been in contact with the attorney from Saratoga County, Stephen Dorsey, and that he stated there were no such restrictions on the property. Mayor Carpenter asked Heyman get this in writing. After some discussion, the board determined that they would need to get the lot appraised before they could make any decisions.

There was an application for a parade gathering permit by the Saratoga County Veterans Service Agency for a 5K run on November 1st. Trustee Colvin made the motion to approve the gathering providing that they have proof of insurance, Trustee LeBaron seconded the motion, all in favor, motion passed.

There was a request by Trustee Drew to attend NASTT conference on trenchless infrastructure. After lengthy discussion, it was determined that this technology was not something that the board planned to implement in the immediate future. Therefore, the board determined that the conference was not a good use of public funds.

There was a request by Dick Behrens of Schuyler Hose Company to place a large box in the village office to collect Toys for Tots until November 22nd. Deputy Mayor Young made the motion to approve the placement of the box in the office, Trustee LeBaron seconded the motion, all in favor, motion passed

There was a discussion regarding the quotes for firetruck note rates. So far, the village has only received two quotes. Trustee Colvin felt that the rate offered by Greene County was excellent at 2.85% and that it was unlikely that they would receive a lower rate. The board agreed, Trustee Colvin made the motion to accept the rate, Deputy Mayor Young seconded the motion, all in favor, motion passed. It was agreed that the village would hold a public hearing for the permissive referendum AT 6:45 before the regular monthly meeting on November 13th to go out to bond for the new fire engine.

Treasurer Heyman presented on her proposal to consolidate the bank accounts to increase interest revenues. Heyman met with Whitney Burger from Glens Falls National regarding the costs to maintain multiple checking accounts, the interest rates for CDs as well as some scenarios in which the village could increase interest revenue substantially. Board members were provided with a spreadsheet explaining the proposed restructure and projected interests.

At the meeting, Ms. Burger explained that the large number (14) of checking accounts that we currently hold are preventing us from earning good interest rates.

Currently we have over a million in our operating account; these funds are not only not secured but are also not earning anywhere near the amount of interest that they could be.

As per NYCOM and the NYS Comptrollers, reserve accounts (eg fort hardy, repair ect..) do not need to be housed in their own checking accounts, and it is actually highly discouraged.

If we reconstruct the bank accounts as indicated in the presented resolutions, we could both secure our funds by reducing the balance that is held in operating accounts and begin receiving

revenues from interest at a dramatically higher rate (2019 total interest revenue for the general fund was only \$307.33, compared to the projected \$10,250 that would be accrued at the current rates by this time next year, and sewer fund total \$180.41 compared to the projected \$3,700.00 by this time next year)

Resolutions to accomplish these consolidations and creations of CD's were as follows;

1. Resolution to close the following checking accounts whereas, the checking accounts heretofore known as Home Improvement and ACH should be closed, as these projects are completed and these programs are now being run through the Town of Saratoga. Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor.

2. Resolution to close the following capital projects and deposit the funds from the prospective checking accounts into a cd named sewer cd which shall be designated to pay sewer debt; sewer capital project and capital project whereas, The checking accounts should be closed and the monies deposited to a CD which will mature before the date of the next payment on the loan incurred during this project, which is April 18th 2020; Capital Project checking account in the amount of \$10,061.01 and Sewer Capital Project account in the amount of \$90,625.61 to be deposited into the CD named Sewer CD. Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor.

3. Resolution to close the following checking accounts, retaining associated reserve, and deposit those funds as follows into a cd named sewer cd which shall be designated to pay sewer debt; septage receiving entire amount, \$69,248.73, sewer equipment 30,064.65 and the balance of sewer equipment reserve to be deposited to the sewer operating account in the amount of \$29000.96. Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor.

4. Resolution to create a CD named Sewer CD in the amount of \$200,000.00, funds for which will be drawn from the closed checking accounts known as capital project, sewer capital project, septage receiving and sewer equipment. Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor.

5. Resolution to close the following checking accounts, retaining the associated reserves, and deposit those funds as follows into a CD named general CD; repair reserves in the amount of \$4,655.92, Fort Hardy reserves in the amount of \$11,800.09, Harbor Project in the amount of \$5,081.08 for a total deposit of \$21,537.09 to general CD Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor.

6. Resolution to create a CD named general cd in the amount of \$500,000.00, funds for which will be drawn from the closed checking accounts known as Repair Reserves. Fort Hardy Reserves and Harbor Project and the balance of \$478,462.91 to be drawn from the general fund operating account. Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor.

Treasurer Heyman noted that she had forgotten to draw up the resolution for the money market account, there was a verbal resolution from the board to create the money market to be drawn from the operating account in the amount of \$300,000.00. Trustee Colvin made the motion to approve the creation of the money market from the operating account, Deputy Mayor Young seconded the motion, all in favor.

PUBLIC COMMENT:

Leona Colvin asked if there were any updates on the Jean Myers situation with the flooding at her home at 26 Church Street. Mayor Carpenter stated that Treasurer Heyman had reached out to

Blue Neil from the Saratoga County Municipal Stormwater management. She provided him with pictures and a brief synapse of the problem. We will continue to keep the board informed on the progress of the situation.

Leona also inquired into the matter of zoning. Attorney Klingebiel stated that he had received communication from CT Male from Frank Palumbo who has been assigned to the file.

Wendy Lukas advised the board that according to the municipal agreement, the village boards should be holding joint annual meetings to discuss water matters.

She also inquired about the Climate Smart Communities meeting. Mayor Carpenter informed her that it is scheduled for October 29th at 6:30 pm at the village office.

Lukas also asked if the comprehensive plan could be updated. Attorney Klingebiel stated that he thought CT Male would be able to help us with this.

Trustee Colvin brought up the matter of Jesse Lambs resignation. Mayor Carpenter stated that Mr. Lamb had not submitted a formal resignation. Trustee Colvin made the motion to accept Mr. Lamb's resignation, Trustee LeBaron seconded the motion, all in favor.

APPROVAL OF VOUCHERS:

General Fund Vouchers in the amount of \$43,541.33, Trustee Colvin made the motion to approve the vouchers, Deputy Mayor Young seconded the motion, all in favor.

Sewer Fund vouchers in the amount of \$3,740.38 Trustee Colvin made the motion to approve the vouchers, Deputy Mayor Young seconded the motion, all in favor.

EXECUTIVE SESSION:

Trustee Colvin made a motion to go into executive session for a personal issue, Deputy Mayor Young seconded the motion all in favor.

Trustee Colvin made the motion to come out of executive session, Deputy Mayor Young seconded the motion. Mayor Carpenter stated that no decision had been made.

ADJOURNMENT:

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

Recording Secretary,

Cory Heyman