

Village of Schuylerville
Meeting Minutes
November 13, 2019

PRESENT:

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

ABSENT:

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, TBA
- Schuylerville Village Board Workshop Meeting Monday December 2nd at 6:30 pm at the Schuylerville Village Hall.
- Schuylerville Village Board Meeting Wednesday December 11th at 7:00pm at the Schuylerville Village Hall.
- Schuylerville Planning Board Meeting, December 16 at the Schuylerville Village Hall at 6:30pm

MINUTES:

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

MID-YEAR TREASURER'S REPORT:

General Fund Statement balance as of 10/31/2019	\$591, 592.59
Sewer Now Statement Balance	\$293,886.73
Trust and Agency	\$38,105.84
General Fund CD	\$500,000.00
Sewer Fund D	\$200,00.00
Memorial Day	\$3,863.39

Revenues

Taxes were relieved to the county in the amount of \$95,439.61 down from last year's relevy of \$103,968.56. Also down is the amount collected in penalties, last year was \$10,119.91 this year only \$9,408.42. State revenue sharing per cap ie AIM will be received later this year, as it will be being distributed through the county this year.

Revenues earmarked for A.3089 general government aid, were received, but posted to a more appropriate account A.3505 aid for local highway and bridge projects as per the advice of the comptrollers in the amounts of \$4,795 for Pave New York and \$11, 553.65 for winter recovery, causing that revenue to be above budget by \$15,184.79. These funds were used for the Morgan's run pave project as well as the CHIPS monies which were posted to the appropriate account. Planning studies revenue was not included in the budget, this was the grant monies we received for the Main Street project \$19,500.00

Insurance dividends were received yesterday in the amount of \$3,806.59. I plan to investigate whether there is a specific revenue account that we can post this to, in the hopes that we will be able to use this in the event that we need a budget amendment to increase the unallocated insurance line to cover a possible increase in the policy rate with the addition of the new fire engine.

Expenses

Auditors contractual is above the 50% but should not need to be increased as the AUD is completed.

Treasurers and Clerk contractual are also above 50%, but the main expense of NYCOM training has been paid

Law contractual will need to be increased in anticipation of the attorney's fees associated with the bond for the fire truck. I suggest an increase of \$2,000 as last year's total cost to process the bond for the tow truck came to over \$1,800.

Central Data we have already agreed will need an increase, the resolution is in your packets Crossing guards will eventually need an increase, but we have a couple of months to see where we should pull that from, possibly historian, as we saved money by having a volunteer at the visitor's center.

DEPARTMENT AND COMMITTEE REPORTS:

- CODE ENFORCEMENT

No report

- DEPARTMENT OF PUBLIC WORKS

No report

- FIRE DEPARTMENT

September 12th – All 20 air paks were flow tested and passed their annual inspections. The inspection was conducted by MES Fire – NY.

September 21st – Three members attended “A Day of Training with the FDNY and Friends” sponsored by MacBoston 18 Truck.

Lt. Matt Varner
FF Justin Decker
FF Jim Carr

September 26th – FF Nik Luhmann completed the 24-hour NYS OFPC Apparatus Operator – Pump course.

October 11th – Several members conducted Fire Prevention Day activities at the Schuylerville Elementary School. Schuyler Hose was assisted by our mutual aid companies from Victory, Quaker Springs, Gansevoort and also Wilton EMS.

October 12th – FF Maria Saavedra completed the 24-hour NYS OFPC Vehicle Rescue: Operations Level course.

October 22nd – FF Tyler Alheim completed the 18-hour NYS OFPC Apparatus Operator – Emergency Vehicle Operation course. The course was hosted by the Malta Ridge Fire Company.

October 23rd – All fire hose was pressure tested by Safety First Testing. Testing is required annually for all fire hose. Four lengths of 5” large diameter hose failed (hose is about 15 years old). Currently working with vendors to obtain the best pricing for replacement.

October 25th – Tower 577 passed its annual aerial inspection. The inspection is required annually and was conducted at Vander Molen Fire Apparatus Service in Ballston Lake.

ALARMS

Department responded to **17** alarms in the month of September and **14** alarms in the month of October.

As of October 31st, a total of **135** alarms have been answered.

- **WASTE WATER TREATMENT PLANT**

Charles Sherman gave his report on the Waste water treatment plant. He announced that the plant had been inspected by a representative from DEC on the previous Tuesday. All reports were satisfactory, no issues. He mentioned some issues he was experiencing with the digester pump wiring. A technician from Emerichs investigated the problem and has suggested that we hire an electrician to trace the wiring issue back to the source if they were unable to. Sherman stated that he was going to attempt to get this repair done in house. Mayor Carpenter mentioned at this point that at the workshop, there was a department head mid-year budget report, and that Sherman was well under budget, largely due to the amount of in house repairs he and the assistant have performed this year to date, as well as the preventative maintenance schedule that he has followed over the last several years.

- **HISTORIAN/VISITORS CENTER**

No report

- **WILTON EMERGENCY SQUAD**

No report

- **PLANNING BOARD**

Mayor Carpenter addressed Leona Colvin, planning board member. He stated that he has been notified that the public would like to see the minutes posted for the planning board in a timelier

manner, and that the agenda for the meetings should be posted before the meeting. Ms. Colvin stated that this was something she has been asking for as well. She also asked if Mayor Carpenter could check in with the building inspector as to whether he has been monitoring the activity at the site at 231 Broad Street.

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

Trustee Drew read the highlights from the water board meeting;

All board members were present as well as the following persons; Peter Healy, Andrew Alberti – Flatley Read, Inc. – Gerard Hathaway, Roger Tapio and Theresa Riley.

Roger Tapio submitted an Application for Water connection at 109 Pearl Street in Schuylerville, for a single-family home. There were no questions from the board, other than Commissioner Dennison's remark that there was no Certificate of Insurance with the application. This would need to be provided before the job could be started. Supervisor Decker will ensure that all specs are met as pertains to the equipment used.

Source of Supply and Transmission and Distribution Contractual account balances were low, Dennison suggested that funds could be transferred from the Transmission and Distribution Personal line.

The dehumidifier from the Schuylerville Plant was brought to Victory Plant. It does not pump water from its reservoir. Not sure if compressor is working either. The plant will need the dehumidifiers to work prior to painting. We should replace this unit with a new one and we could actually use a small one in the chlorine room as well. Chairman Healy made the motion to increase the amount to \$4,500.00 to cover any additional costs and that DCK should consult the board if the cost will exceed this amount. Commissioner Dennison seconded the motion, all in favor.

The visitors center had originally requested a 4-inch connection, but upon further investigation it was determined that they did not need the larger connection, and would be able to use the existing connection. As they had already paid the \$300 connection fee, they were requesting a refund for the fee. Commissioner Dennison made the motion to refund the \$300, Commissioner Drew seconded the motion, all in favor.

PUBLIC COMMENT:

Wendy Lukas asked when the climate smart committee meeting would be. Mayor Carpenter responded December 10, 6:30 pm at the village office. She asked if there were minutes from these meetings. She asked whether the Department of Health might get involved with the concerns regarding the victory mills project. Mayor Carpenter agreed that it would be good if they became involved.

OLD BUSINESS:

Helene Patterson presented on the workplace violence program she has been working on with Joe Pesh from the Department of labor. She stated that there were some findings back in the spring. They are listed as follows;

1. The village needs to develop a Policies and Statement on workplace violence prevention goals and objectives to be adopted and posted. The board has adopted a workplace violence policy, and just needs to implement a program. And notify PESH of the adopted program.

2. The village must evaluate workplaces by site to determine risk factors. Treasurer Heyman and Sue Westbrook, the water clerk treasurer assisted with this as well as Charles Sherman. Patterson was on site last Friday with Rob Decker to assess the situation at the DPW garage, inside and out. These reports are included in the Trustees packets.
3. The village must develop and implement an annual training for staff. PESH has provided a training outline but this must be site specific. This training must be completed by November 30th. The training has been scheduled for Wednesday November 27 at 9:00 am, the board is welcome to participate as well.
4. The village must establish and implement a procedure for employees to report workplace violence incidents and follow through procedures. This is on your packets. The language is per their requirements. There is also a flow chart in your packets which shows how the process will work out.
5. Required forms should be adopted and the forms properly archived.

A resolution was presented as follows;

Whereas, the Board of Trustees adopted a Workplace Violence Prevention Policy and Program consisting of a posted written policy, annual work site risk assessments to determine potential risk factors for employees, annual training concerning workplace violence prevention and reporting, reporting form and system, and documentation of recordable occupational injuries and illness to be submitted to DOL annually. Deputy Mayor Young made the motion to adopt this policy and program. Trustee Drew seconded the motion, all in favor, resolution passed.

The board reviewed the request by Flanders to purchase lot 157.64-1-39 on Canal Street. The board had discussed this at the previous workshop and came to the conclusion that the village could sell the parcel to the Flanders for the price originally paid for it, \$2,619.03. Mayor Carpenter asked if the board had any comments. Attorney Klingebiel brought it to the attention of the board that any closing costs should be included in the sale price (approximately \$285.00) plus filing fees. Deputy Mayor Young made the motion to sell the property for \$2,619.03 and any and all costs associated with the closing. Trustee LeBaron seconded the motion, all in favor.

NEW BUSINESS:

Ryan Yocum from the Schuylerville boy scout troop presented on an Eagle project involving renovations to the trail signs on the canal path.. Ryan would like to renovate and/or replace the 4 trail signs on the towpath as part of an eagle project. Deputy Mayor Young commended the youth on his initiative. Mayor Carpenter offered to assist with the DPW crew, providing that the work was within the normal working hours. This is a project that is slated for spring. Deputy Mayor Young made the motion to approve the project, Trustee Drew seconded the motion, all in favor.

Quotes for office door repair/replacement. Treasurer Heyman was only able to obtain two quotes. The original request was for replacing the door, however the representative from Allerdice suggested that the door was in good repair and that it was the frame which needed replacing, as it was currently not actually attached to the building, which is why the door does not work properly. Trustee LeBaron stated that he had observed the door and that he agreed that the existing frame is not good. Mayor Carpenter asked if any of the board had any further questions. Trustee Colvin asked if it would make sense to put a door on a frame that it is not made for it as it may never work properly. Mayor Carpenter thought that we should move

forward with replacing the frame and that we could replace the door if the issue continues. Mayor Carpenter suggested going up to \$2500 if need be. Trustee Drew made the motion to approve up to \$2,500.00 if the door was necessary, Trustee LeBaron seconded the motion, Trustee Colvin voted no, as he felt the door should be replaced as well, motion passed 4-1. There was a discussion regarding the renewal of the Health Insurance, and the options offered. Mayor Carpenter would like to give the employees the option of renewing their current plan, which is increasing in premium costs by 4% and the retirees could renew their CDPHP EPO hybrid gold plan at \$5,000 more per year or the employees could choose the CDPHP HMO triple co-pay which comes in at a 16% decrease. One of the things that Mayor Carpenter said he would like to bring to the attention of the employees is that the services that are more costly in the HMO are services that the employees are currently not using. He also noted that unless the employees could not use a generic brand, the co-pay for prescriptions were 0.

Review of resolution to transfer funds to Data Processing as follows;

Whereas, a budget amendment is needed to transfer money from the budget between appropriations for those costs associated; From A.1990.400 Contingent Account Contractual \$7,000.00 To: A.1680.400 Central Data Processing \$7,000.00. Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor motion passed.

Scheduling of handbook committee meeting, Supervisor Decker would like to have one more handbook committee meeting. Hopefully we can get this done sooner than later.

Presentation of resolution to transfer funds to Law Contractual as follows;

Whereas, a budget amendment is needed to transfer money from the budget between appropriations for those costs associated from: A.1990.400 Contingent Account Contractual \$2,000.00 to: A.1420.400 Law Contractual \$2,000.00. Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor, resolution passed.

Recommendations by Blue Neils from Saratoga County Municipal Stormwater Management for solutions to runoff issues in village. Trustees were e-mailed these suggestions. Mayor Carpenter stated that he would like to see at least the first and second short term recommendations completed which is to repair or replace the structures culverts and catch basins or drop inlets located at 36-38 Green Street and 50-52 Green Street. He felt that this could be completed immediately. This has caused in the past, substantial flooding of the road and subsequent icing of the road in the winter. As we continue to work with Mr. Neils, we will receive more detailed plans on how to proceed to complete these tasks.

Treasurer Heyman brought it to the attention that there was one more resolution that needed to be approved to move funds from Streets Maintenance Personal A.5110.100 to Storm Sewer Personal A.8140.100. Trustee Colvin made the motion to approve the transfer of funds, Trustee Drew seconded the motion, all in favor, motion passed.

PUBLIC COMMENT:

Leona Colvin asked if there was any progress on the harvesting of the wood lot. Treasurer Heyman stated that she had e-mailed the forester, Wayne Tripp on Monday, and that he planned to visit the site sometime this week, as he had been delayed due to the, "Halloween Storm" He states that he feels there are certainly some good trees to harvest and that the only issue will be how to get them off the lot.

Leona also asked how much was left in the contingent account and expressed concern that the transfers needed to be made so soon in the year. Mayor Carpenter stated that \$1,000 was remaining, but that he felt that as there were several accounts that were only at 30-40%, that he was not at this point feeling concerned about the budget.

Wendy Lukas asked why the village was making these budget transfers so soon in the year. Mayor Carpenter stated that the board did not anticipate needing a new server. Mayor Carpenter stated that there is 5,000.00 left in data processing, and that there was a purchase approved for an item over \$7,000.00. She also asked if the Blue Neils recommendations would be made public. She asked if the board had hired a fifth DPW member yet. Mayor Carpenter stated that the board would be interviewing this week to hire.

She also asked about the comprehensive plan and zoning, and if there was any progress in this matter. Attorney Klingebiel stated that CT Male had assigned a person to this task and would be communicating with him as soon as they had a cost estimate for the project. She also noted that every year the costs for Victory to use the sewer plant would be increased every year, and that she felt that people should know that this was a very positive part of the agreement.

Ms. Lukas also asked if the Mayor could find away to survey the public to determine if the proposed splash pad was something that the residents wanted.

She suggested that there might be a lot more people interested in a dog park.

Linda Lloyd asked if there was something we could do to prevent people from parking so close to the corners of the streets. She felt that this was a real safety concern.

After much discussion, it was decided that the board should post a sign at the corner of Broad and Burgoyne to indicate no parking here to corner. Trustee Colvin made the motion to purchase and install the sign, Trustee LeBaron seconded the motion, all in favor.

APPROVAL OF VOUCHERS:

General Fund Vouchers in the amount of \$11,087.80, Deputy Mayor Young made the motion to approve the vouchers, Trustee Drew seconded the motion, Mayor Carpenter aye, Trustee Colvin abstained as he was not present during the review of the vouchers.

Sewer Fund Vouchers in the amount of \$2,524.42, Deputy Mayor Young made the motion to approve the vouchers, Trustee Drew seconded the motion, Mayor Carpenter aye, Trustee Colvin abstained as he was not present during the review of the vouchers.

EXECUTIVE SESSION:

None

ADJOURNMENT:

Deputy Mayor Young made the motion to adjourn the meeting, Trustee Drew seconded the motion, all in favor, meeting adjourned

Recording Secretary,

Cory Heyman

