

**The Village of Schuylerville
Zoom Workshop Meeting
May 4, 2020**

Present at the Village Hall;

Mayor Carpenter
Trustee LeBaron

Present VIA Zoom;

Deputy Mayor Jason Young
Trustee Colvin
Trustee Drew
DPW Supervisor Decker
WWTP Plant Operator Charles Sherman
Treasurer Heyman

Mayor Carpenter opened the meeting with the pledge of allegiance.

Supervisor Decker gave his report on the DPW. He stated that the crew had been working alternate schedules with two men crews.

Repair or purchase concerns are as follows; the mechanism that holds the dump truck gate is broken and this is an approximate cost of \$2500 to repair. Finch Pruyn and Fulton County landfills have always required all trucks bringing sludge in to have CB radios for communication between the gate personnel and the crews working the landfill. In the past the DPW were able to borrow CB radios at the scale but are not allowed to do this currently due to the COVID-19 concerns. Hiram Hollow does not require this, but they are more expensive and do not accept sludge. Decker asked if he could get a copy of his budget lines as he had some items he would like to purchase before the end of the fiscal year. Charles Sherman asked if he could also have a copy of the ledger for his lines as well.

Trustee LeBaron asked if Supervisor Decker thought that the village should cancel junk week for this year, as he was concerned that the crew may get behind. Supervisor Decker stated that the fall is a much busier time, with mowing still going on and leaf and brush pickup as well. Trustee Colvin suggested that junk week could be scheduled right after the annual garage sale, as possibly those people who go around after the garage sale, the, “pickers” may take a lot of the items and save us on dump fees. The board agreed that this was a good idea. It was reiterated that the board still planned to charge extra for the large items like couches and beds, requiring residents to use the pink, “special trash” stickers.

Mayor Carpenter asked Decker to give him a schedule for how he thought the crew could gradually phase in to going back to a normal schedule. Decker thought that as long as the crew could be working outside that he would be able to manage keeping them safely separated. He stated that he may need to stagger them during bad weather, and that he would need to alternate lunches.

Waste water treatment plant operator Sherman gave his report. He stated that with the warmer weather they were able to start pouring earlier. He asked if there was any further word regarding LED lighting for the plant. Mayor Carpenter stated that he would reach out to NYSERTA to find out if we would need to use an outside contractor to install the lights or if we could do this ourselves.

Sherman stated that there are some issues with the Victory pump station, largely due to the fact the people continue to flush wipes down their toilets. The wipes say flushable, but they are very destructive to the waste water treatment plant operations. Mayor Carpenter asked if there could be a flyer inserted with the next sewer billing asking people to please not flush wipes down into our sewer system. Supervisor Decker also asked if he should approve the sewer line maintenance that is normally scheduled for this time of year. It was agreed that this should be done as usual.

The first item on the agenda was the suggestion by the Clerk Treasurer that the board should review the need to update some of the village policies and adopt some that we do not currently have which the comptrollers require municipalities to have in place. Heyman felt that the reorganizational meeting in May was a good time to update or institute municipal policies.

The policies we do not have are as follows;

- Ethics
- Petty Cash
- Capital Assets Policy

The investment policy needs updating. The current investment policy lists under designation of depositories, two banks that the village does not use. Glens Falls National is only listed for \$600,000, which is considerably lower than the amount that is currently being held for us by them,

Treasurer Heyman had downloaded a copy of a model investment policy from the NYS comptrollers. She highlighted any changes from what is currently included in our investment policy and what the comptrollers model suggests. Treasurer Heyman suggests that the board add to the list of depositories, "NY Class", a municipal banking entity that had been discussed at previous meetings as a possible alternative should their rates become competitive with Glens Falls National. It was determined that Glens Falls National, Saratoga National and NY Class should be the depositories listed.

Heyman stated that she could not find a copy of an ethics policy either electronically or on paper. She has downloaded the model policy from the comptrollers website and inserted the village name in the appropriate places.

Heyman stated that she planned to have policies drafted and sent out to the board and the attorney before the end of the week. She asked the board to please contact her with any questions or suggestions before the May re-organizational meeting.

The second item on the agenda is the safety of the office. In light of the dangers of working with the public during this COVID-19 outbreak and the fact that the structure of the office had been deemed unsafe by PESH when they inspected us last year, it has been determined that there is a need to redesign the way that the public accesses the office. Treasurer Heyman created a photoshopped image of the current public waiting area in the office to show how it would look if there was a full door between the waiting area and the office space and a full wall with a window in it to separate the spaces. The window between the waiting area and the water clerk section would be removed and repurposed in the section of the proposed wall facing the clerk's desk. Trustee Colvin suggested that a space should be left below the window for payments and other documents to be exchanged. The board agreed that this is a good idea. There was some discussion regarding how to limit the number of persons in the waiting room to prevent a situation where people will be uncomfortable. Heyman suggested that there could be a bank type roped partition or a situation similar to what you see at stores now where there are markings on the floor to delineate spaces for waiting to allow for social distancing.

Mayor Carpenter asked the Clerk and Clerk/Treasurer to come up with a plan for the phases of opening up to the public again. They will put together a plan for the board to review. Mayor Carpenter stated that he felt it was important that the office staff feels safe, and that he would defer to their concerns and suggestions.

The third item was the discussion regarding the parking lot for the trailhead. Currently we are waiting on a quote from the paving companies for the materials to build the lot. The plans for the trailhead were viewed and discussed by the board via desktop share.

Trustee Colvin made the motion to adjourn, Trustee LeBaron seconded the motion, meeting adjourned.