

**Village of Schuylerville
Monthly Meeting via Zoom
May 13, 2020**

Present at Village Hall;

Mayor Carpenter
Trustee LeBaron
Attorney David Kliengbiel

Present via Zoom;

Trustee Colvin
Deputy Mayor Young
Trustee Drew
WWTP Operator Charles Sherman
Historian Kristina Saddlemire
Treasurer Heyman

BOARD ANNOUNCEMENTS:

- Schuylerville/Victory Board of Water Management Meeting May 18th at 7:00 pm in the Victory Meeting Hall SOCIAL DISTANCING PROTOCOLS WILL BE ENFORCED.
- Schuylerville Village Board Workshop Meeting Monday June 1st at 6:30 pm conducted via Zoom from the Schuylerville Village Hall.
- Schuylerville Village Board Meeting on Wednesday June 10th at 7:00pm conducted via Zoom from the Schuylerville Village Hall.

MINUTES:

The minutes from the May workshop and the April regular meeting were presented for approval by the board. Trustee Colvin made the motion to approve the minutes, Trustee Drew seconded the motion all in favor minutes approved.

TREASURER'S REPORT;

General Fund Statement balance \$81,168.96

Sewer Now Statement Balance \$264,272.05

Trust and Agency \$37,647.14

General Fund CD \$504,026.50

Sewer Fund D \$201,610.60

Memorial Day \$3,863.39

General Fund Money Market balance \$281,659.30

Interest Money Market this month \$288.95

Interest General Fund CD this period \$1,256.24

Interest Sewer Fund CD this period \$502.50

WASTE WATER TREATMENT REPORT:

Charles Sherman was present via Zoom. He reported that the plant was running well. He asked the board for permission to purchase a sandblasting cabinet. He stated that this would allow him to clean parts to machinery in the plant. He stated that the parts in the machinery in the plant often became very soiled and that the cabinet would save time and allow them to do a much more thorough job cleaning the parts. He noted that by using the cabinet he could reuse the media (sand or glass beads.) Sherman provided quotes for the cabinet, which were brought up for viewing via Zoom. Mayor Carpenter mentioned that there were sufficient funds on that account to cover the expenditure. Trustee Colvin made the motion to approve the purchase for \$2,999.50, Trustee LeBaron seconded the motion, all in favor purchase approved.

NEW BUSINESS;

Mayor Carpenter brought up the matter of a suggestion that the village should install backup cameras on the dump trucks. Trustee Colvin stated that he had at one time used them on the buses at his workplace but had stopped using them as he had felt it caused the drivers to stop using their mirrors correctly. Trustee LeBaron mentioned that the drivers for the state DPW had encountered visibility issues. The matter was tabled.

There was a discussion regarding the progress of the construction of the office safety measures discussed at the previous meeting. Mayor Carpenter reported that the project was moving along well. Only one DPW person, Nate Brockway, was working on the project to ensure safety as pertains to COVID-19 concerns.

Supervisor Decker was only able to procure one quote for the materials needed to complete the parking lot for the visitor's center. Supervisor Decker was not present at the meeting. Trustee Colvin asked that Decker provide the names of the other companies that he requested quotes from. Mayor Carpenter stated that he would ask Decker to provide these for the board.

Treasurer Heyman spoke regarding the proposed changes to the current investment policy, as well as the need to adopt an ethics and a capital assets policy. She noted that she had sent these policies to Attorney Klingebiel for review and that he was satisfied with them. The board members had been provided with the current investment policy with highlights indicating any additional verbiage or changes. The main change was the amount currently listed as a maximum to be held by Glens Falls National, which is currently not enough to cover the amount we hold with them. The additional verbiage was from a model example downloaded from the NYS Comptrollers website.

Trustee Colvin made the motion to adopt the policies, Trustee Drew seconded the motion, all in favor policies adopted.

The next item on the agenda was the presentation of the annual reorganizational resolutions.

First up for review was the advance approval of claims, read as follows;

Whereas the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 13,2020 at 7:00 pm at the Village Municipal Center

Whereas the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

Whereas all such claims shall be presented at the next regular meeting for audit, and

Whereas the claimant and officer incurring of approving the same shall be jointly and severally liable for an amount disallowed by the Board of Trustees. Trustee Colvin made the motion to approve the resolution regarding advanced approval of claims, Trustee Drew seconded the motion all in favor, resolution approved

The next reorganizational resolution for review was designation of depository

Whereas the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 13th at 7:00 pm at the Village Municipal Center

Whereas the Board of Trustees has determined that Village Law 4-412 (3) (2) requires the designation of banks or trust companies for the deposit of all village monies;

Now Therefore Be It Resolved:

Section 1: That the Board of Trustees does hereby designate the following institutions as depositories of all money received by the village treasurer, clerk and receiver of taxes

Glens Falls National Bank

Saratoga National Bank

New York Class

Section 2: That this resolution shall take effect immediately. Deputy Mayor Young made the motion to approve, Trustee LeBaron seconded the motion all in favor.

The next reorganizational resolution for review was Monthly Board of Trustees Meetings and Workshops read as follows;

Whereas the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 13, 2020 at 7:00 pm at the Village Municipal Center

Whereas the Board of Trustees wishes to announce the schedule for the regular monthly meetings and the regular monthly workshops

Now Therefore Be It Resolved that the monthly Board of Trustees meetings will be held the second Wednesday of every month at 7:00 pm and the monthly workshops will be held Monday, the week prior to the monthly Board of Trustees meeting at 6:30 pm, both held at the Village Municipal Center. Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor resolution passed.

The next reorganizational resolution for review was Mileage Allowance and read as follows;

Whereas the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 13, 2020 at 7:00 pm at the Village Municipal Center

Whereas the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement of officers and employees of the Village of Schuylerville who use their personal automobiles while performing their official duties on behalf of the Village:

Now Therefore Be It Resolved:

Section 1: That the Board of Trustees shall approve reimbursement to such officers and employees at the 2020 IRS Standard Mileage Rate of 57.5 cents per mile.

Section 2: That this resolution shall take effect immediately Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor resolution passed.

The next reorganizational resolution for review was *Designation of Newspaper* read as follows;

Whereas the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 13,2020 at 7:00 pm at the Village Municipal Center

Whereas the Board of Trustees has determined that the Village Law requires the designation of an official newspaper for publishing of notices

Now Therefore Be It Resolved:

Section 1: That the Board of Trustees does hereby designate the following newspaper for all publications pertaining to village business

The Post Star

Section 2: That this resolution shall take effect immediately. Trustee LeBaron made the motion to approve the resolution, Trustee Colvin seconded the motion all in favor

The next reorganizational resolution for review was Attendance of Schools and Conferences read as follows;

Whereas the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 13, 2020 at 7:00 pm at the Village Municipal Center

Whereas there is to be held during the coming official year a) New York Conference of Mayors Annual Meeting and Training School, b) the New York State Conference of Mayors Fall Training School for Fiscal Officers, Municipal Clerks, Public Works Officials and other continuing professional education courses and classes.

Whereas it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meeting, conferences or schools, benefits the municipality;

Now Therefore Be It Resolved:

Section 1: That the Village of Schuylerville employees and officers are hereby authorized to attend continued professional education classes, seminars and conferences, contingent on approval of the Mayor and Board of Trustees

Section 2: That this resolution shall take effect immediately Trustee Colvin made the motion to approve the resolution Trustee Drew seconded the motion, all in favor

The next reorganizational resolution for review was Resolution to Appoint Vital Statistics Clerk for the Village of Schuylerville read as follows;

“The board of the Village of Schuylerville does hereby appoint Helene Patterson, Village Clerk, as the Vital Statistics Clerk.” Deputy Mayor Young made the motion to approve the resolution, Trustee LeBaron seconded the motion, resolution approved.

The final resolution was a blanket resolution to approve all the reorganizational resolutions. Trustee Colvin made the motion, Trustee Drew seconded the motion all in favor, resolution passed.

A resolution to transfer funds was presented as follows;

From:

A.3120.100 Crossing Guard Personnel	\$1,000.00
A.1640.200 Central Garage Equipment	\$3,897.09
A.1325.400 Treasurer Contractual	\$340.00
A.1660.400 Central Fuels Contractual	\$3,000.00
A.5142.400 Snow Removal Contractual	\$5,838.91
A.9060.800 Hospital and Medical	\$1,750.00

To:

A.1640.400 Central Garage Contractual	\$4,000.00
A.8160.400 Refuse and Garbage Contractual	\$3,950.00
A.9730.608 BAN Dump Truck Principal	\$4,000.00
A.9730.708 BAN Dump Truck Interest	\$786.00
A.9030.800 Social Security	\$1,550.00
A.9035.800 Medicare	\$200.00
A.3620.400 Safety Inspection Contractual	\$340.00
A.1420.400 Law Contractual	\$1,000.00

THEREFORE, BE IT RESOLVED, that the Board of The Village of Schuylerville does hereby approve this resolution and authorizes the Treasurer to amend the budget as stated and as outlined.

Trustee Colvin made the motion to approve the transfer, Trustee Drew seconded the motion all in favor resolution passed.

a budget amendment is needed to increase the revenue line for A.2378 Water Services \$3000.00 increase line A.8350.400 Water services Contractual \$3000.00 and transfer funds from the line A.8350.100 Water Services Personnel \$5,000.00 to Water Services Contractual A.8350.400 \$5,000.00. Trustee Colvin made the motion to approve the transfer and amendment, Trustee Drew seconded the motion all in favor.

PUBLIC COMMENT:

Only one member of the public, Dianna Martindale was present and she stated that she had no comment.

APPROVAL OF VOUCHERS:

Trustee LeBaron made the motion to approve the general fund vouchers in the amount \$30,860.28 and the sewer fund vouchers in the amount of \$3,197.12 of Trustee Colvin seconded the motion all in favor, vouchers approved.

EXECUTIVE SESSION:

None

ADJOURNMENT:

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

Recording Secretary,

Cory Heyman