

**Village of Schuylerville**  
**June 29, 2020**  
**Workshop Meeting held at the Village Hall**  
**Also accessible Via Zoom**

Present;

Mayor Carpenter  
Deputy Mayor Young  
Trustee Colvin  
Trustee Drew  
Trustee LeBaron  
Supervisor Decker

Mayor Carpenter opened the meeting with the pledge of allegiance.

Supervisor Decker gave the report on the Dept of Public works. He noted that Nate Brockway took his CDL class B license test and got a perfect score. He stated that one of the rims on the 2005 International truck was cracked and needed to be replaced. He will obtain quotes for replacement of just the cracked rim, replacement of 2 rims and the cost to replace all 4, as generally, if one rim is cracked, they will all likely follow suit. He also informed the board that one of the positions for part time seasonal help has been filled. Zachary Golden will work 30 hours per week until another seasonal worker is hired. Decker also mentioned that there is an employee who is still on probation hire and needs to be reviewed. Decker stated that he had completed the request by Treasurer Heyman for an inventory list of all equipment in the DPW garage. Supervisor Decker stated that there was a stop sign on church and Saratoga streets that was not visible due to an overgrown tree, he feels that the tree unfortunately will need to come down. Mayor Carpenter stated that if the owner had an issue with the DPW taking the tree that he could have the resident contact him. Trustee LeBaron asked if the village would be responsible for maintaining the bicycle rack and the tire air station at the Empire State Trailhead. Mayor Carpenter stated that he would reach out to clarify who would be maintaining this.

The issue of the woodchuck infestation at Fort Hardy Park was brought up. Village clerk Patterson has obtained some quotes. One company, Nature's Way, will charge a fee to come out and give quotes. These woodchucks are posing a serious threat to the youth center's foundation and need to be removed from the park.

Treasurer Heyman presented the capital assets plan that she has been working on over the last several months. This will assist us in forming a five-year plan which would be a crucial budgeting tool. Information has been compiled regarding the land and buildings owned by the village as well as any major repairs done such as roof replacements for the various buildings. For the roof replacements that have been completed on the buildings, she has researched the date completed as well as the cost to replace them and the expected life of the new roofs. DPW roof was replaced in 2017, 2009 the waste water treatment plant was replaced, the firehouse roof was

replaced in 2015 and the visitor center roof will be re shingled this year, the cost of which will be noted on the capital assets plan.

Heyman stated that the cost of the clearing of the retention pond will be recorded on the assets spreadsheet and budgeted for in future years.

She has begun to research the age of the heating systems on the buildings. The only one that she has information on at this point is the firehouse building, which is from 1993. This is something that she feels should be planned for replacement. Treasurer Heyman was able to obtain one quote for a comparable boiler from Security Supply to replace the heater at the firehouse, the cost for the boiler alone would be approximately \$2,580.00.

Heyman pointed out the DPW portion of the capital assets report in which Supervisor Decker compiled an excellent inventory list of the heavy equipment at the garage as well as the smaller pieces of equipment including items like blowers sir compressors ect, with the age of the item, cost and life expectancy.

Heyman stated that she had reached out to waste water treatment plant operator Sherman for an inventory list but had not received anything from him yet.

Heyman stated that Chief Myers had asked her if there was any progress on the LED lighting upgrade for the firehouse. He stated that he would investigate possible grants to help pay for this. Rob Decker has the LED upgrade estimates for the DPW garage. Trustee LeBaron stated that he felt that this was budgeted for in garage contractual for this year. S

Heyman stated that there had been a couple of requests for an audit of the village books. The only concern that she had at first was the cost of auditing services (typically thousands.) Historically the village has hired an accountant to come into the office to assist in filing the Annual Update Document (AUD) for the fiscal year end. This usually costs approximately \$3,000.00. Heyman feels, however, that as this will be her third year of preparing and submitting the AUD for the village, that she would like to attempt to enter the information for the AUD herself. Before filing and uploading to the state, the auditor could check her work as part of the services.

She would like the board to consider sending out an RFP to accounting firms for review of financial statements. Heyman has acquired a template RFP from the Town of Queensbury with help from Barbara Tierney. Heyman felt that the audit would help to make residents and board members feel more comfortable that the village funds were being handled correctly and hopes that she will also have an opportunity to learn from the auditor. The RFP will be brought to the regular meeting on July 8<sup>th</sup> and presented for board approval.

Trustee LeBaron made the motion to adjourn the meeting, Deputy Mayor Young seconded the motion, meeting adjourned.