

**Village of Schuylerville  
Monthly Meeting Minutes  
Wednesday July 14, 2021**

**Present;**

Mayor Carpenter

Trustee Colvin

Trustee Drew

Trustee LeBaron

Attorney Klingebiel

**Absent;**

Trustee Baker

Presentation by John Naylor from Apex re EV charging stations.

New York State, NYSERTA and the utilities companies are looking to support the installation of the infrastructure for EV's (electric vehicles) with increased funding from NYSERTA to fund the cost of the actual chargers. National Grid, through their utilities initiative, are also seeing this as an opportunity to fund electrical infrastructure. Mr Naylor had a sample machine that he used to demonstrate the way that the machine would look and work. He stated that there could be anywhere from 5 to 10 chargers per site. These can be installed for no cost to the village. The only cost that would be associated with the charging stations would be in the operation of the station, the actual electrical charges. These can be passed on to the drivers that are using them. These can be set up to charge over time, or on a base rate. The cost of operation can be set up so that there is no cost to the village.

Mayor Carpenter clarified that the actual cost to install the EV charger would be at no cost to the village as well as the cost for the charging station. He asked about the networking fees. The presenter stated that his company would discount the cost of the charging station so that the networking fees would be covered by the NYSERTA grant. Typically, the charging stations would cost about \$7,000 per station. NYSERTS pays \$4,000 per port, so for every charger, \$8,000 is available to fund the charger itself. Apex discounts the hardware to roll in those networking costs to pre pay for five years. At the end of the five-year period there would be a renewal on those software fees. Typically, this would be \$200-\$300 per port per year to get those networking fees renewed.

Mayor Carpenter asked Mr. Naylor to confirm clarified that this would be approximately \$1,500 per year and that the village would be able to pass this cost on to the people using the charging stations.

Mayor Carpenter asked how often the machines need repair. The presenter stated that they see less than 3% and that if there are issues, they tend to show up right after installation.

Trustee Colvin asked who is responsible for machines that break down or become damaged. The presenter stated that the default warrantee is for one year. Additional warranties can be purchased for up to five years which includes all service labor parts and everything beyond it. He clarified that if someone damages the machine that the village will be responsible for replacing it.

Mayor Carpenter asked if other municipalities have insured their EV chargers. Mr. Naylor did not know.

Total cost would be \$36,000 but after the incentives, the out of pocket would have been roughly \$2,000, but this cost would be waived by Apex as part of the installment. Net out of pocket cost to the village would be zero.

NYSERTA will pay the village directly. Apex will not charge us the \$40,000 until we have received our payment from NYSERTA. This would cover the new service entrance installed at the location.

Trustee Colvin expressed concerns that the village might be liable if there was damage to someone's vehicle due to a malfunction of the machine. He suggested that he felt that the village should insure the charging station. Attorney Klingebiel stated that the company would be responsible for any harm caused to a vehicle by the charger, but that the village should inquire with their insurance company to see what kind of coverage they would offer.

Mayor Carpenter stated that he has been observing a significant number of electric vehicles on the streets throughout the village that would be possible candidates for the charging ports. He feels that the park may be a better place for the stations than the municipal lot by the sewer plant, as it offers higher visibility.

Presentation by Bob Vittengl from Plug PV and Skycharger. Mr. Vittengl stated that Chargepoint, the competitor, is a good machine. He stated that he started the EV program at Apex with his own charger, back in 2016, and it has grown since then. He said that electric vehicles are what is known as a disruptive technology. There are a lot of electric cars being produced now, and the last thing that the companies want is for the owners of these vehicle to become frustrated that they cannot access the chargers that they need, and that they will lose interest in EV's. This is why these grants are out there; they do not want to get the cart before the horse. The idea is to have charging stations spread around. He felt that our park is the perfect location, as it will encourage visitors to go to the shops and the restaurants in the village. He feels that Fort Hardy Park, being located right in the village is a great asset and an excellent location for an EV charger. Mr. Vittengl stated that he had done his training with charge point, spent a week out at corporate headquarters, he stated that they have great equipment, 32 amps 25 miles per hour of charging, works well, universal plug that fits all cars except, Tesla, which has it's own converter that the car owners can provide.

Plug PV has a different program. They scout the situation to make sure that the interconnection is the right size for the utility. This is very important, because what you don't want is to create a, "demand" charge. The charger that they use is, "Juice Bar" They offer a 40 amp, or a 48-amp charger, which will charge faster than the 32 amp charger. Chargepoint has a program called assure, which is similar to an extended warranty. Mr. Vittengl feels this is something that you really need, because if something breaks, the village does not want to be the one who is responsible. If you are in this program, and there is a problem, you just pick up the phone. The program is as follows;

- a four-year lease, using the same NYSERTA funding and National Grid incentives
- the program is no down, no payments for 48 months full networking and a bumper to bumper warranty for the 48 months.
- At the end of the 48 months, you can renew the contract for the same terms for five years and up to ten years.

Mayor Carpenter clarified, you mean 14 years total. Mr. Vittengl said yes, this means that the village will have no expenses for the fourteen years for warranty, operation, networking and the works and you have the choice; you can offer free charging, or you can charge the customer and the company reimburses you quarterly for the electricity for the program. It is an American made charger, state of the art, and they are growing fast.

Mayor Carpenter clarified that the proposal from Mr. Vittengl was a lease and the proposal from Apex was to purchase the equipment. Mr Vittengl stated that the difference was the assured program. To purchase a five-year warranty, the cost would be between \$3,000 and \$4,000 per unit, times ten units, for five years, so you are looking at an additional \$30 to \$40,000 to warranty the product.

Mr. Vittengl stated that the Skycharger would give the village fourteen years of no worries.

Mayor Carpenter stated that the board would regroup at the workshop and would make their decision on how and whether to move forward at that point. Mayor Carpenter asked the Apex presenter to provide a quote for a lease so that the board could compare apples to apples.

#### BOARD ANNOUNCEMENTS:

- Schuylerville/Victory Board of Water Management regular board meeting will be held on Monday July 19th. The meeting will be held at 7:00 pm in the Victory Meeting Hall
- Schuylerville Village Board Workshop Meeting on August 2, 6:30 pm at the Schuylerville Meeting Hall.
- Schuylerville Village Board Meeting on Wednesday August 11th at 7:00pm at the Schuylerville Meeting Hall.
- Planning Board Meeting TBA

MINUTES: Trustee Colvin made the motion to approve the minutes from the last meeting, Trustee Drew seconded the minutes, minutes approved.

TREASURER'S REPORT:

General Fund Statement balance	\$469,776.74
Sewer Now Statement Balance	\$216,887.90
Trust and Agency	\$35,776.91
General Fund Money Market	\$813,068.29
Sewer Fund Money Market	\$252,385.35
Memorial Day	\$2,863.39

DEPARTMENT AND COMMITTEE REPORTS:

- DEPARTMENT OF PUBLIC WORKS

Supervisor Decker was not present at the meeting as he was at a sewer repair job on Green Street.

- CODE ENFORCEMENT

Gil Albert gave his report on the inspections and permits issued during the month. Mayor Carpenter thanked him for his work on the basin project.

- FIRE DEPARTMENT

No report

- WASTE WATER TREATMENT PLANT

Waste water treatment plant operator Sherman was not present, but he will be at the next workshop to discuss some new technology that will allow him to run the plant better.

- HISTORIAN/VISITORS CENTER

Historian Kristina Saddlemire gave the update on the status of the new visitor's center. The new center is open, however they do not yet have bathroom facilities, so they have requested that they be able to use the bathrooms at the old visitor's center.

She mentioned that Deb Mathis and Mary Roberts from the garden center did an amazing job on the much-neglected landscaping and that the place looks amazingly better thanks to the work by Mary and Deb.

- PLANNING BOARD

- SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT

Trustee Drew stated that the water plant has a new operator, JCL, Jake Fort.

He announced that the former chairman of the water board, Tim Healy, had stepped down and that Trustee Drew would now be the chairman of the water board.

He mentioned that Wendy Lukas was present at the water board meeting and that she had expressed her opinion that the Basin, at 1 Ferry Street would need to be reassessed for the number of water units that should be assigned with the addition of the new units that have been installed.

#### PUBLIC COMMENT:

Wendy Lukas asked what the terminology was being used for the new units at the Yacht Basin. Mr. Albert stated that they were being called cottages. The floodplain regulations were that any buildings on a floodplain needed to be secured so that they would not be washed into the river in the event of a 100-year flood.

Patricia Smola expressed concern that if the chargers were located at the municipal lot by the sewer plant that she felt that might cause a hardship, as the parking there was already so limited for the businesses on Broad that use that lot.

Maggie Chiperno asked what the status was on the removal of the shrubs in the alleyway that she had brought to the attention of the board at the last meeting. Treasurer Heyman stated that she had been in communication with Mr. Rathbun and that he planned to remove all of the shrubs in that alleyway. Mayor Carpenter asked Heyman if she could reach out via e-mail to Mr. Rathbun for permission for the DPW to take out the shrub that Ms. Chiperno was referring to. Treasurer Heyman agreed that she would reach out to Mr. Rathbun.

Ms. Chiperno also stated that the cars that are parking on Burgoyne at the corner of Broad pose a dangerous hazard for people trying to pull out.

There was also some discussion regarding the parking on the end of Pearl on the Victory side. Mayor Carpenter stated that he would look into the situation with Mayor Dewey.

#### OLD BUSINESS:

#### NEW BUSINESS:

The board had a discussion regarding the presentations by Apex re EV charging stations and by Bob Vittengl from Plug PV and Skycharger. Mayor Carpenter stated that he would reach out to Lake George to see how they are faring with the EV chargers that they recently installed.

Lisa Tracy at 187 Broad Street had submitted a request for assistance in the removal of an elm tree on her property. Mayor Carpenter stated that he had viewed the tree in question and that he did not feel that the tree was within the village right of way. Trustee Drew made the motion to deny the request for assistance with the cost of removal, Trustee Colvin seconded the motion, all in favor, assistance denied.

AIM (Alternatives in Mankind) reached out to the village to offer volunteers to perform housekeeping duties for the village municipal building as well as the bathrooms down in Fort

Hardy Park. Mayor Carpenter stated that he had worked for this entity back in his early 20's and that he thought that providing jobs for these persons was an excellent way to improve the quality of life for these persons. Trustee Drew made the motion to move forward with this, Trustee LeBaron seconded the motion, all in favor.

Turning point parade permit and request for funds. The board reviewed the request for the parade permit for the annual turning point parade. Trustee Colvin made the motion, on the contingency that Byron provide proof of insurance for the event. Trustee LeBaron seconded the motion, all in favor, parade permit granted. The request for funds was discussed. The board did not budget for this expense, as the funds were not used in the previous year. Trustee Colvin made the motion to approve the expenditure of \$2,500 and to move the funds from contingent contractual to cover this expense. Trustee Drew seconded the motion all in favor, motion passed.

Treasurer Heyman stated that she had been communicating with the accountants regarding the contract for services for this year. For the review of the 2019 and 2020 fiscal years, the accountant had assisted with the AUD and provided sampling of various deposits and disbursements. Heyman mentioned that with Trustee Baker now reviewing the bank reconciliations, as per the accountants request, and the fact that she has already completed the AUD for 2021 on her own, with only one edit that she is 95% sure she knows how to correct, and that she feels this would most likely be a five minute conversation with the accountant. With this in mind she asked that the board consider asking Marvin and Company if they could do an hourly rate for the \$3,500 that the village had budgeted for this year.

Heyman stated that she felt that she was going to need a good deal of assistance from the accountant to comply with the new GASB84 rules as they relate to the way that payroll is processed. She stated that there was a good deal of cleanup that needed to be done in the payroll account due to some issues from former employees that would require disbursements of the funds that are currently being held in the TA bank account that actually belong in the general fund and some that should go to the sewer fund. Heyman stated that she would feel much more comfortable with the assistance of the accountant to guide her in the appropriate journal entries and transfers that would need to be made to accomplish the cleanup and to ensure that the village is fully compliant with the new GASB84 as directed by the comptrollers. Trustee Colvin asked what the timeline was. He asked if the hourly rate could be voted on at the next meeting, if that would be soon enough. Treasurer Heyman stated that that would be fine.

Mayor Carpenter asked if Heyman had had a chance to look into the grant opportunity that he had forwarded to her or to look into the pedestrian crossing sign for the park Heyman stated that she had not had an opportunity to look into these matters.

Treasurer Heyman and Village Clerk Patterson had worked together to form a potential Debit Card policy. Heyman stated that she felt there were many situations where the village was forced to pay more money for various items due to the fact that they were limited to vendors that allow accounts that are paid monthly with a check. The board had been provided with a draft policy. An example that Heyman provided to the board was that she had attempted to get an account with Lowes for the village, and that in order to set up an account with Lowes, there would need to be an individual that was responsible, and that they would need to give their social security number as the responsible party. Heyman was not comfortable with this and decided against

setting this account up. The debit card would be a separate account, with a predetermined amount. There would be a reconciliation every month. Any purchases made with the debit card would be reviewed by the board the same as any other vouchers. Only department heads, the treasurer the clerk and trustees or the mayor could use the card as necessary. The card would be kept in the safe and would need to be signed out and signed back in after use. The person making the purchase would need to make sure that they had their tax-exempt information. Anyone who failed to make sure that there was no sales tax charged would be responsible to pay for the tax themselves. Trustee Colvin stated that he has a debit card at his job. The person submitting for use of the card must provide a voucher and state what the item is and what is the cost of the item. His company also requires that the person using the card signs it out and back in again. Attorney Klingebiel suggested that if they are going to do this that they make sure that this account is not linked in with any other of the village accounts. There was further discussion that the cards should have the names of the persons who will be using them on them. Supervisor Decker, Waste water treatment plant operator Sherman, Treasurer Heyman, Village Clerk Patterson and whoever else was going to have access to the card would all have their own card with their name on it. The name of the municipality will be on it as well as the person using it. Mayor Carpenter said, to Treasurer Heyman's point, that the card would be kept in the safe when not in use but only the assigned person whose name is on the card could take the card out. Mayor Carpenter stated that he would like to bring this up at the next meeting. He asked that she update the policy to reflect the discussion at the meeting and add the column on the sign out sheet to include the cost of the item that was being purchased.

Mayor Carpenter reported on the SAM grant update. He started by explaining what the grant was for, for those who were not familiar with the project. SAM is the grant that will reimburse us for the expenditure for the replacement of the sidewalks on the west side of Broad and for the installation of the splash pad at Fort Hardy Park. He informed the board that the project had been moved up to the next level for approval and that the project would most likely not be able to be started until the following year.

Mayor Carpenter announced that the Fort Hardy Master Plan Committee had made their recommendation on the bid selection. The village board members had all been provided copies of the bids that were submitted for the Fort Hardy Master Plan. The committee had voted 5-1 in favor of the LA Group. Although the LA Group bid came in higher than the other bids, the members of the committee felt that the LA Group and the village had already established a good working relationship with the village. As this is a contract with the state, and the awarded grant has a set amount, the village is not obligated to go with the lowest bidder, particularly as the village is only contributing \$17,500 to the project which is below the bidding rate. Mayor Carpenter asked if there were any questions regarding the bids; there were none. Trustee LeBaron made the motion to select the LA Group, Trustee Drew seconded the motion, all in favor, none opposed. Mayor Carpenter mentioned that Trustee Baker, who was not present due to illness, also was in favor of the LA Group.

Treasurer Heyman stated that OSC had contacted her regarding the posting of the Workman's comp expenditures, which have in the past been posted to unallocated insurance. They want this

expenditure to be posted to the account specifically for this purpose, A.9040.800 Workman's Comp. They also requested that the installment debt payment for the fire equipment, which has in the past been posted to A.3410.400, be posted to A.9785.600 Installment Contract Principal and A.9785.700 Installment Purchase Debt Interest. These are two separate resolutions, one to correct the 2021 entries and one to amend the 2022 budget. The board will need to be sure to keep these changes in mind for the 2023 budget process in January. Mayor Carpenter read the resolution 2022 fiscal year as follows; From: A.3410.400 Fire Contractual \$32,848.88 A.1910.400 Unallocated Insurance Contractual, \$4,532.34 to A.9040.800 Worker's Compensation \$4,532.34, A.9785.600 Installment Contract Principal \$30,969.23, A.9785.700 Installment Purchase Debt Interest \$1,879.65. Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor, resolution passes 4-0.

Mayor Carpenter read the resolution for the 2021 transfer as follows; From: A.3410.400 Fire Contractual \$32,848.88 A.1910.400 Unallocated Insurance Contractual, \$4,741.57 to A.9040.800 Worker's Compensation \$4,741.57, A.9785.600 Installment Contract Principal \$30,070.13, A.9785.700 Installment Purchase Debt Interest \$2,778.75. Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor, resolution passes 4-0.

Village Clerk Patterson spoke regarding the resolution to create and post to subaccounts. She stated that these subaccounts are just for tracking purposes. Upon discussion with the department heads for sewer and DPW, as well as drawing from the discussions that had been held by the board during budget season, and after reviewing the costs associated with the following accounts over the past two years, Village Clerk Patterson made the following recommendations; From A.1640.400 Central Garage Contractual \$14,000.00, A.1620.400 Buildings Contractual \$15,000.00, A.7140.400 Playgrounds Contractual \$2,000.00, G.8130.450 Waste Water Treatment Plant Contractual \$58,000.00, to A.7140.402 Visitors Center \$2,000.00 A.1620.450 Buildings Contractual Utilities \$15,000.00, A.1640.452 Central Garage Contractual Equipment repairs \$6,000.00, A.1640.400 Central Garage Contractual Utilities \$8,000.00, G.8130.450 WWTP Contractual Utilities \$50,000.00, G.8130.452 WWTP Contractual Equipment repairs \$8,000.00. These were included in the resolution that was presented to the board, which was read by Mayor Carpenter. Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor resolution to transfer passed.

A resolution was presented to determine the standard workday for NYS retirement. The standard workday for Mayor Carpenter was 5.61 days per month, Village Attorney Klingebiel, .92 reportable days per month and Code enforcement officer Gil Albert, 5.35 days per month. Trustee Colvin made the motion to approve the resolution, Trustee Drew seconded the motion all in favor, resolution passed. This resolution has been posted on the village website.

The proposed changes to the sidewalk law were discussed. Attorney Klingebiel stated that he had addressed the parts of the revision that had been brought up as a concern by Wendy Lukas at a previous meeting, most notably he changed the title to supervisor of public works and took out all references to people going to jail for neglecting sidewalk maintenance. Attorney Klingebiel noted that if the board wanted to consider taking on sidewalk maintenance in the village that they



should consider conducting a study before doing so. The study should include the increase in costs for staffing and should reflect all costs for this including increased health insurance costs and retirements as well as insurance for the village for liability for any accidents that might occur as a result of a sidewalk that was not maintained properly. Mayor Carpenter asked the board to review the changes. He stated that if no one on the board has any issues with the proposed changes, that the board could announce the public hearing that would be scheduled for September. Attorney Klingebiel suggested that if the board has any changes, that they should approve the changes at the next meeting, prior to the public hearing.

Crossing Guard Thomas Bruce has requested a raise to 15 dollars per hour. Mayor Carpenter stated that the board would be discussing this at the workshop in August. He is currently at \$13.13 per hour.

Mayor Carpenter brought it to the attention of the board that they needed to approve the hires of the new members of the DPW. There was a seasonal employee at \$15 per hour added as well as a temporary employee at \$17.00 per hour. There were also two part-time persons hired, at minimum wage, to staff the visitor's center. Trustee Colvin stated that he would make the motion, provided that the names and start dates could be added to this resolution. Trustee Drew seconded the motion, all in favor, motion passed 4-0.

#### PUBLIC COMMENT:

Margaret Chiperno spoke about two trees that are adjacent to her property. She stated that she felt that these trees may be in the village right of way. Mayor Carpenter stated that even if the trees are in the right of way, the trees are still on private property. The owner of the property would need to apply to the board for assistance in removing these trees.

#### APPROVAL OF VOUCHERS:

Trustee Colvin made the motion to approve the vouchers for the A fund in the amount of \$77,926.50 and the G fund in the amount of \$ 5,106.67, Trustee Drew seconded the motion, all in favor, vouchers approved.

#### ADJOURNMENT

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

Recording Secretary,

*Cory Heyman*