

Village of Schuylerville
August 30, 2021
Village Workshop minutes

Present

Mayor Carpenter
Trustee Baker
Trustee Drew
Trustee Colvin
Trustee LeBaron

Trustee Baker made the motion to go into executive session regarding a personnel issue, Trustee Drew seconded the motion all in favor.

Upon returning from executive session, Mayor Carpenter stated that the board would be voting on the issue of the requested raise for Crossing Guard Tom Bruce at the regular meeting on September 8. He stated that Treasurer Heyman would contact him regarding the result of the vote on the day after the meeting.

WWTP operator Sherman reported on the surprise inspection by DEC, which will be considered their annual inspection, on Thursday. They were there for about 3.5 hours. There were no issues and the board will be receiving their report soon. Sherman felt that there should be no recommended actions by DEC.

Sherman mentioned the need for a new skid steer. The machine has bare tires and has substantial wear. He is concerned that the machine will not be adequate for the snow removal in the coming winter. The machine is a 1984. Trustee Baker suggested that the board could wait until the following year and allow for the expense in the 2023 budget.

Supervisor Decker stated that the DPW also used to use the skid steer for snow removal, but that the machine has so many issues, leaking oil, ect that he has not used the skid steer in recent years.

Amanda Leonard and Spencer Thibault from Livingston Energy group in Schenectady presented on EV chargers. They spoke on the projects that they have completed over the three years that the company has been in operation. Amanda stated that their company, being local, would be more available than the other companies to address any issues that the village might have with the charging station regarding maintenance or repairs. They listed references and encouraged the board to reach out to them. They stated that they would assist the village in marketing the units. They discussed a revenue sharing program that could allow the village to avoid incurring any software costs. Installation would be covered by the grants and incentives that are included in

their proposal. Mayor Carpenter stated that the board had received quotes from two other companies and that they would be making a decision at the next regular meeting on September 8.

Supervisor Decker gave the DPW report. He started with the report on staff. He noted that the summer temporary workers were done, but that the temporary worker, Tyler Wolf, was an exceptional worker. He expressed hopes that eventually the village would be able to hire him in a permanent position.

There has been a large number of equipment issues over the past few months. Most of the repairs have been performed in house. Supervisor Decker mentioned that he had provided Treasurer Heyman with the information she would need to put the old garbage truck up for sale. He mentioned that the 2008 had some front-end issues and needed work on the brakes. This work was performed in house. He noted that they were having issues with the plate tamper. This is a tool that is used in tamping down surfaces during paving. He does not have prices at this point but has assigned Pat Grogan to work with Nick Lussier to determine what tools we will need for the upcoming sidewalk project. The leaf vacuum has a broken coupling and Supervisor Decker has had no success in finding a replacement.

Projects that still need to be completed are as follows; There are still some trees to be taken down in the park, Pearl street sidewalk, storm drains in Morgan's Run and alleys still need to have the branches trimmed before winter.

There was extensive discussion regarding the system that moves water from the retention pond in Morgan's Run to the storm drain system. Supervisor Decker stated that someone has bent out the grate next to 77 Green Street. Supervisor Decker mentioned that one issue was that the clippings from weed whacking around the pond get washed into the drainage system during a rain event. He has started using a mower up there instead of weed whacking to try to avoid the larger pieces of debris.

There was some discussion regarding a swale that was pushing water to a residence on church street. Mayor Carpenter asked Rob to reach out to Blue Neils from Saratoga County Stormwater management to see if he could give us some guidance on this issue. The board discussed building up the curb on Pearl Street.

Supervisor Decker stated that the groundhog issue was getting worse. Rob stated that the village would need to get a nuisance permit from DEC in order to take care of the issue ourselves.

Protocol on call ins for village emergencies was discussed, It was determined that the first call would be to Supervisor Decker and that 15 minutes should pass before the next in command was called. Pat Grogan is second, then Tyler Wolf.

There is a need to contract with another drug testing company. The company previously used by the village is not in business anymore, Temporarily, any tests that need to be conducted will be done at Saratoga Hospital.

Treasurer Heyman presented on the 2021 AUD that was recently submitted. Heyman pointed out the change in the way that the T accounts are reported; mainly that the cash that was historically

reported in the TA (payroll) would henceforth be included in the general fund. This is part of the new GASB 84 law.

This cash will eventually be divided up between the general and sewer funds, at this point it does not affect our fund balance, but Heyman will work with the accountant to distribute these funds, and at this point the fund balances in these accounts will increase in the amount of the cash distributed.

Treasurer Heyman pointed out that the special reserves, those funds that were posted to our sidewalk and repair reserves show on the balance sheet as an increase. Trustee Baker noted that our fund balance had increased from last year. Heyman noted that some of that is because the DPW did not use a lot of the funds, due to the lack of overtime that was used and the fact that the DPW was understaffed for much of the year. Also, funds were budgeted for a new floor for the meeting hall, which ended up being part of the insurance settlement. Trustee Colvin stated that some of that was due to the fire department. Heyman said that yes, there was a little over 10,000.00 due back to the fire department. She provided Trustee Colvin with a printout of the expense ledger for the year for account number A3410.400, fire contractual and encouraged him to share this with Chief Myers. She noted that there were some PO's out that brought some funds over to the next fiscal year.

Sewer fund is very similar to last years, fund balance went up very slightly, but most revenues were used.

Heyman went over the H fund where the debt and payments were posted and how they tie out with the debt schedule and the other funds. The debt schedule shows principal, interest where applicable and payments that were made throughout the year. She showed the worksheet that proves that the village is properly insured for all of the bank accounts and how this ties out with the bank reconciliations worksheet.

She asked the board to please feel free to reach out to her with any questions.

Mayor Carpenter and Town of Saratoga supervisor Tom Wood have been reviewing the issue of the need to dredge the Champlain Canal. There is a need for an entity to be designated lead agency. The county will need to see that both the town and the village are invested financially in this project. The amount that the village and the town would need to provide up front is \$1,000.00. This would go towards the cost for the engineering for the proposed dredging.

The board reviewed the resolution to approve the sale of old garbage truck. There are auction sites that pass on the expense to the buyer, and it was agreed that this was the way that the board would like to go.

Treasurer Heyman pointed out that the board had copies of the spreadsheet that showed the amounts that were available for CHIPS reimbursement and the costs that the village incurred in the alley paving project. The spreadsheet also showed how much was left in the streets contractual line, and that there would not be sufficient funds once the labor portion of the project was billed. Kubricky would be sending an invoice for the labor in the amount of \$19,424. If the board applies for CHIPS reimbursement for this amount in addition to the already budgeted

\$20,000, it will still leave a balance of \$23,063.00 for a rollover for next year and allow the remaining \$12,478.36 to remain in the streets contractual line to cover expenses for the remainder of the year. This will require a resolution to amend the budget to increase CHIPS revenues and expends, which will be presented at the upcoming regular village meeting.

Heyman noted that we did not budget for the Fort Hardy Grant. Most of the expends will be reimbursed, however, the village is still responsible for the remainder. The portion that would not be covered by the grant is \$16,250.00. Heyman suggested that this could be taken from fund balance and also noted that any time that she spent on the plan is reimbursable as well as 15 per hour for any committee members. Mayor Carpenter asked if anyone had any questions, there were none.

In reference to the SAM grant for sidewalk replacement and the splash pad for Fort Hardy, Treasurer Heyman told the board that last year, the grant administrator had told her that due to COVID, the state was not sure that any contracts for grants were going to be fulfilled. This situation suddenly changed, as the administrator emailed to say that the funds are now available (125,000)

Letters went out to the appropriate entities to confirm or deny that the Village of Schuylerville should be the lead agency for the proposed zoning for the Village of Schuylerville. Only three entities have responded in the positive, no response from the others.

The debit card draft policy and checklist were reviewed. There were no objections to the proposed policy.

The proposed revisions to the sidewalk law were discussed. The board was in agreement as to the changes that were laid out. The board agreed that they would set a date for the public hearing at the next regular meeting.

The board reviewed the estimates to install gutters on the north and south sides of the building. Hopefully this will alleviate some of the stormwater issues that are eroding the building foundation. Mayor Carpenter stated that this only addresses one of the issues. He asked Treasurer Heyman to look into quotes to install the terracing and the drainage blocks, which would also serve to improve the appearance of the building.

Trustee Colvin mentioned that the insurance agent had advised that the board consider increasing the deductible to lower the rates. Mayor Carpenter agreed that this would be something that the board could look into.

Mayor Carpenter stated that because Pat Grogan has completed his water license training that he was entitled to a \$2 raise, and that this should be addressed at the next regular meeting.

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