

**Village of Schuylerville
Monthly Meeting Minutes
Wednesday September 8, 2021**

BOARD ANNOUNCEMENTS:

- Schuylerville/Victory Board of Water Management regular board meeting will be held on Monday September 20, at 7:00 pm in the Victory Meeting Hall
- Schuylerville Village Board Workshop Meeting Monday October 4th at 6:30 pm at the Schuylerville Meeting Hall.
- Schuylerville Village Board Meeting on Wednesday October 13th at 7:00pm at the Schuylerville Meeting Hall.
- Planning Board Meeting Monday September 20, at 7:00 pm at the village hall
- Zoning Commission Public Hearing TBD

MINUTES: Trustee Colvin made the motion to approve the minutes from the August meeting, Trustee LeBaron seconded the motion, all in favor, minutes approved.

TREASURER'S REPORT:

General Fund Statement balance	\$363,336.14
Sewer Now Statement Balance	\$242,966.13
Trust and Agency	\$32,206.91
General Fund Money Market	\$1,013,094.76
Sewer Fund Money Market	\$252,421.97
Memorial Day	\$2,863.39

DEPARTMENT AND COMMITTEE REPORTS:

- **DEPARTMENT OF PUBLIC WORKS**
Supervisor Decker was not present, but he had reported at the August 30th workshop. Mayor Carpenter gave a brief synopsis on the report.

- **CODE ENFORCEMENT**
No report

- FIRE DEPARTMENT

No report, but Village Clerk Patterson mentioned that Schuyler Hose would like to place the Toys for Tots donation box in the office lobby, as they have in prior years. She stated that the boxes would be out from October 1 to November 6th. The board all agreed that there was no issue with Schuyler Hose placing the donation box in the office.

- WASTE WATER TREATMENT PLANT

Waste water treatment plant operator Sherman had reported at the workshop. He had reported that DEC had made a surprise inspection during the last week of August. The board has not yet received the report, but operator Sherman did not expect that there would be any recommendations

- HISTORIAN/VISITORS CENTER

No report

- PLANNING BOARD

No report (there was no meeting in August)

- SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT

Trustee Drew was not present, but the minutes from the last meeting were available for review

- ZONING COMMISSION

PUBLIC COMMENT:

Wendy Lukas asked if liens on the unpaid water and sewer utilities bills were still not allowed. Treasurer Heyman stated that she had not heard anything on whether the moratorium on water relevies would be lifted, but that the next tax billing is not until next June, so it was possible it would be lifted by then. Also, the moratorium was only for water, not sewer.

Ms. Lukas also asked if the village would be accepting septage from outside sources. Mayor Carpenter stated that the system that the village had was not adequate to process extra sewage. The village would need to augment the current system with a drying press. This would be a n extremely costly addition and purchasing this equipment would cause the residents sewer bills to be increased exponentially. Therefore, this is not something that the board plans to do in the near future.

Helene Patterson spoke on the volunteer work that is being done at the north end cemetery. Sheila Varner and her cousin Marilyn Monroe (yes actually her real name) have been doing some fantastic work on cleaning up the headstones as well as looking up the history of the headstones and cataloging the information. Patterson also mentioned that the DPW have been working hard to clean up the grass and shrubs at the north cemetery. She provided pictures to show the work that has been done at the cemetery.

Mayor Carpenter commended Village Clerk Patterson on her work coordinating and organizing for the upcoming village wide garage sale.

Trustee Colvin stated that the fire company was very happy with the newly installed LED lighting in the firehouse.

Mayor Carpenter wanted to draw attention to the streetlights on Green Street that have just been replaced, noting how much brighter the new lights are in comparison to the old lights on the rest of the streets in the village.

OLD BUSINESS:

None

NEW BUSINESS:

Mayor Carpenter spoke regarding resolution for the Champlain Canal lead agency designation. He clarified that it was necessary to designate a lead agent and that Saratoga County would be looking for a financial commitment from both the Town of Saratoga and the Village in the amount of \$1,000 to hire an engineer to get the scope of work done. This is only for the first part of the plan to dredge the canal. Mayor Carpenter asked for a motion to 1, make the Village of Schuylerville the lead agency on the project and 2, commit to spending up to \$1,000 for engineering for the project. Trustee Colvin made the motion to approve the designation of the village as lead agent and the expenditure of up to \$1,000 for the hiring of the engineer to get the scope of work for the dredging. Trustee LeBaron seconded the motion, all in favor, lead agent status approved.

Attorney Klingebiel asked if the village had the results for PCB testing for the area. Mayor Carpenter stated that he had received test results from DEC and that he would get these to Attorney Klingebiel. Klingebiel asked if the village would be allowed to take material that exceeds the threshold and combine them with materials that are below the threshold to make material that will be below the level of concern. Mayor Carpenter confirmed that this would be allowed. Attorney Klingebiel cautioned that once the village began removing the materials from the canal, they would be obligated to dispose of it.

Resolution to approve sale of old garbage truck. Mayor Carpenter read the resolution as follows;

Whereas, the board of trustees of the Village of Schuylerville does hereby approve the sale of the 2004 International Garbage Truck VIN number 1HTMMAAN85H689870. This vehicle may be sold either at auction or by private sale. Therefore, be it resolved, that the Board of The Village of Schuylerville does hereby approve this resolution and authorizes the Treasurer and the Clerk to arrange for the sale of the vehicle described above. Trustee Colvin made the motion, Trustee LeBaron seconded the motion all in favor, resolution passed

A Resolution was presented to the board to amend the budget to increase CHIPS revenues and expends as follows; Increase A.5112.400 CHIPS Contractual by \$19,424.00 and increase A.3501.000 Consolidated Highway Aid by \$19,242.00. This was to increase the amount that the village would apply for CHIPS reimbursement to cover the cost of the paving of the alleyways completed last month. Trustee Colvin made the motion to approve the budget amendment, Trustee LeBaron seconded the motion, all in favor, resolution passed.

A resolution was presented to amend the budget to include funds for the Fort Hardy Master Plan. A grant had already been won for \$48,750 of the total cost and the remaining \$16,250, it was agreed, could be taken from fund balance. Mayor Carpenter read the resolution as follows; Whereas, a budget amendment is needed to increase the lines for planning studies revenues and expenditures for the expenses related to the formation of the Fort Hardy Master Plan. Increase; A.4902 Planning Studies Revenues \$48,750.00 and A.0909.004 Fund Balance Unreserved \$16,250.00 and Increase A.8989.400 Other Home and Communities Services Contractual Grants \$65,000.00 Trustee Colvin made the motion to approve the amendment, Trustee LeBaron seconded the motion, all in favor, resolution passed.

The proposed debit card draft policy and checklist was presented to the board. Attorney Klingebiel has reviewed this policy and has no issue with it. He did suggest that the board add to the policy “Any purchases must comply with the Village of Schuylerville procurement policy.”

Mayor Carpenter read the proposed village of Schuylerville Debit card policy aloud as follows;

1. Debit cards may only be used by the following persons;
 - a. Department Heads
 - b. The Village Clerk
 - c. The Clerk Treasurer
 - d. The Mayor
 - e. Trustees
2. Debit cards will be signed out only by the person whose name is on the card. Upon signing out the card, the person using the card must give a voucher for the item and include a description and the cost of the item on the sign out list.
3. The card must be returned immediately after the purchase is completed and the card must be signed back in and returned to the safe.
4. The person using the card MUST ensure that they only purchase sales tax exempt. Any person who fails to do this will be personally responsible for the sales tax charged.
5. The debit card shall be a specific bank account, not linked to any other account. This account will be reconciled monthly with all appropriate reports from the treasurer.
6. Any charges paid during the month with the debit card MUST be audited by the board the same way that any other prepaid invoice is reviewed.
7. The original receipt must be included with the return of the card, signed by the purchaser, which shall include detail regarding the purchased item(s). Failure to turn in the original receipt may result in the purchaser being held responsible for the cost of the item(s) purchased.
8. All debit cards will be stored in the safe at all times when not being used.

9. Any purchases must comply with the Village of Schuylerville procurement policy. Trustee Colvin made the motion to approve the debit card policy and account. Trustee LeBaron seconded the motion, all in favor, policy passed.

The proposed changes to the sidewalk law were reviewed. Trustee LeBaron asked what would happen if a property owner installs a sidewalk that does not comply with the specs in the sidewalk law. Attorney Klingebiel advised that if the property owner installed a sidewalk without consulting the village, unless there were safety concerns, or the sidewalk deteriorated at a later date due to inadequate materials or installation, the village would not get involved. A public hearing will be held before the regular meeting on October 13th at 6:30 pm. Attorney Klingebiel suggested that people should express any concerns or submit requests before the meeting so that the board has time to review these requests before the hearing.

Mayor Carpenter brought up the issue of Tom Drew's request for more pay for the position of crossing guard. Trustee Colvin stated that he did not like the way that the request was posed; he felt that it was brought as an ultimatum. He did however agree that the position was worth more pay, but cautioned that the board might be setting a precedence. Trustee LeBaron made the motion to approve the pay raise, Trustee Colvin seconded the motion, all in favor.

The board reviewed the estimates for the gutter installation for the north and south sides of the building. After much discussion, the board determined that the quote from Mountaintop was much more detailed as to the value of the materials and the installation than the other quotes. Trustee Colvin made the motion to approve the quote from Mountain top, for \$3,821. Trustee LeBaron seconded the motion, all in favor.

Mayor Carpenter decided to table the vote on the matter of the EV Chargers until the October meeting, as he did not feel that the board was able to compare, "apples to apples" at this point in time.

The board brought the matter of the raise of 2 dollars per hour for DPW assistant supervisor Pat Grogan for completing his Class D Water licensing. This was policy for the village and had been awarded to Supervisor Decker when he completed his training back in 2017.. Trustee Colvin made the motion to approve the pay raise, effective Monday September 12th. Trustee LeBaron seconded the motion, all in favor, raise approved.

The board reviewed a gathering permit request for the veteran's 5k, on 11/06 at Fort Hardy Park. Trustee Colvin made the motion to approve the event, Trustee LeBaron seconded the motion, all in favor, event approved.

The Schuylerville Youth Center submitted a coin drop request for 9 am to 2pm on 9/25. Trustee Colvin made the motion to approve the coin drop, Trustee LeBaron seconded the motion, all in favor

PUBLIC COMMENT;

Wendy Lukas asked if there was any more information on the request from Verizon to install a generator on Ferry street which would be on village property. Attorney Klingebiel stated that he had asked for specific dimensions and location but has not heard back from them yet.

Leona Colvin asked if the board had ever considered requiring permitting for the various third-party trash removal companies. She feels that the trash removal companies are causing an inordinate amount of noise and that they are often offensive with their loud foul language. She felt that the board should regulate the companies. She had read an article in which a municipality to the north had implemented permitting for the trash removal companies. Mayor Carpenter stated that he had read that article to which she was referring.

She also expressed her hopes that the board would opt out of allowing marihuana dispensaries in the village. Mayor Carpenter stated that he respected Ms. Colvin's opinion but that the board needed to consider that the village could be compromised in the revenue aspect of this.

Trustee LeBaron brought up the subject of the proposed changes to the alternate street parking law to change the Broad Street laws to mirror those of the other north to south streets in the village. Attorney Klingebiel stated that this would require a public hearing to amend the current alternate parking law. He also stated that the board should consider changing the language in the current law to make it more clear to the residents.

Trustee LeBaron also asked what the status was on the complaint regarding the shrubs on Burgoyne. Mayor Carpenter stated that the matter had been partially solved and that he would ask the DPW to remove the remainder of the shrubs at that location.

APPROVAL OF VOUCHERS:

Trustee Colvin made the motion to approve the A fund vouchers in the amount of \$38,680.42 and the G fund vouchers in the amount of \$6,354.48. Trustee LeBaron seconded the motion, all in favor, vouchers approved.

ADJOURNMENT

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

Recording Secretary,

Cory Heyman