

**Village of Schuylerville  
Monthly Meeting Minutes  
Wednesday May11, 2022**

**Present;**

**Mayor Carpenter**

**Trustee Drew**

**Trustee Colvin**

**Trustee LeBaron**

**Absent**

**Trustee Baker**

**BOARD ANNOUNCEMENTS:**

- Schuylerville/Victory Board of Water Management regular board meeting will be held on Monday May 16th at 7:00 pm in the Victory Meeting Hall.
- Schuylerville Village Board Workshop Meeting Monday June 6th at 6:30 pm at the Schuylerville Meeting Hall.
- Schuylerville Village Board Meeting on Wednesday June 8th at 7:00pm at the Schuylerville Meeting Hall.
- Planning Board Meeting TBA
- Zoning Board of Appeals

**BOARD COORESPONDENCE**

Jean Myers from 26 Church Street explained the issue she is having with stormwater eroding her home. The water is running down the alley across the street from her and, as there is no curb in front of her house, the water is rushing into her yard and flooding her yard and basement. Her contractor, Chet Hotalie, owner and operator of Northern Mechanical property maintenance and construction was present at the meeting. He stated that about ten years ago, he had dug out the cellar wall at Mrs. Myers home and found that the cinder block had been decayed from water and was at risk of collapsing. He put in a 10 inch wide barrier berm wall to deflect the water. He stated that in all the time that he was digging with the excavator, he did not find any groundwater. On the fifth day that he was there, there was a major rainstorm and water came down the alley like a monsoon. It took an additional two days to pump out the water that was in the hole they had excavated. The sidewalks are also deteriorating from the water runoff. He also feels that the stones that wash down the alley and end up on Mrs. Myers sidewalk and lawn could cause a hazard. He suggested that if there were a five inch curb, that would serve to deflect the water from her property.

Mayor Carpenter stated that there had been a discussion at the prior workshop and that the board agrees that curbing would be a good solution to this problem. Supervisor Decker is currently pricing out L curbs and straight curbs for the area from right before Faith Chapel, all the way down. Trustee LeBaron stated that he and Supervisor Decker had met at the site and that Trustee LeBaron suggests an eight inch curb, going three or four inches down, This would avoid a situation where a car might break the curb. He stated that they had discussed using a method whereby a machine comes in and lays the curbing. Mr. Hotalie stated that in his experience, the machine poured curbs are more cost effective because you are buying the L curbs in sections, and they can be damaged by cars and the plow trucks, whereas the machine poured curbs actually do all your trenching for you, saving on labor and time and providing a much more secure base. Trustee LeBaron stated that they would need to investigate the locations of the curb stops before the project could be started. There was also a discussion that the village could assist Ms. Myers in lifting her sidewalk in an area that has been washed out.

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

TREASURER'S REPORT:

General Fund Statement balance	\$214,174.00
Sewer Now Statement Balance	\$184,338.95
Trust and Agency	\$2,821.81
General Fund Money Market	\$893,824.47
Sewer Fund Money Market	\$252,647.45
Memorial Day	\$2,863.39

DEPARTMENT AND COMMITTEE REPORTS:

- DEPARTMENT OF PUBLIC WORKS

Mayor Carpenter gave a brief synopsis of the report that Supervisor Decker gave at the last workshop. The bathhouses are now open, but there have been some issues with people flushing inappropriate items down the toilets. The village will be purchasing two high volume flushers to help alleviate this issue. The alleys that have been designated to be repaved so far are as follows; Grove, Clancy, Beagle, and possibly Church Street Extension. Mayor Carpenter announced that junk week will be the week of June 13<sup>th</sup>. People must register for this by June 10<sup>th</sup>. The \$10 charge per household applies to apartment units as well. People should have their trash out by Sunday the 12<sup>th</sup> as the DPW, once they pass your house, they will not be back. Village Clerk Patterson asked if people who reside on Broad Street could put their junk out in the alley as opposed to on the main street, as that is the week of the Albany Symphony event in Schuylerville.

Supervisor Decker has been researching the replacement of the Dodge truck. The prices, at this point are very high, so he will try to keep the current vehicle going until the prices come back down.

- **CODE ENFORCEMENT**

The new code enforcement officer, Adam Myers, has been taking the necessary courses in code enforcement and building inspection.

- **FIRE DEPARTMENT**

No report

- **WASTE WATER TREATMENT PLANT**

Plant is running well. Sherman is also looking for a truck for the sewer plant, but this would be a much smaller less costly truck than the one needed by the DPW.

- **HISTORIAN/VISITORS CENTER**

No report.

- **PLANNING BOARD**

Leona Colvin stated that at this point there is no meeting scheduled. She has been trying to get the chairman to hold a meeting but has not been able to get a meeting scheduled for several months. The board received an email today, there are three different items that are in the process but Chairman Foster does not yet have the necessary paperwork on these yet to schedule a meeting. The first item is the paving of the parking lot behind some apartments on Church Street. The owner has promised a set of detailed plans but has not yet completed this effort. He expects that his engineer will have these together sometime next week. The other action is a new café to be located in the old wine store on 33 Ferry Street. Again, no detailed plan has been presented yet. The last is an enlargement of, "The Village Tarte" with an outside deck area, but no details yet.

- **SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT**

Trustee Drew gave the report for the water board. He stated that the Victory Plant is down and that the filter media at the plant needs to be replaced. The filter media removes excess iron and magnesium. The operator is looking for a contractor to complete the media replacement. The hope is to get the plant operating again in June. Typically, media lasts 8 to 10 years; this media has not been replaced in 15 years. The budget will be up for approval at the May 16<sup>th</sup> meeting as well as a reserve for RO filters and a reserve for the repairs to the Victory Plant. Mayor Carpenter clarified that the SVBOWM tentative budget was on the village website. Trustee Drew confirmed that it was. Mayor Carpenter asked if there was going to be an increase in water rates, Trustee Drew stated that yes, there would be a \$15 per quarter increase, due to the rising costs of chemicals and energy at the plant. He also stated that, as the DPW was understaffed for most the past fiscal year, the water board had needed to use contractors for most of the repairs that needed to be done this year. Trustee LeBaron asked how the board will be handling water emergencies. Trustee Drew stated that the board is still working on developing a plan on how to handle water emergencies. Mayor Carpenter stated that Rob feels that he has not been brought in on that discussion. Commissioner Dennison presented a draft of a plan at the last meeting, but Supervisor Decker and Mayor Carpenter did not agree with the amount

of reliance on the village clerk that this plan presented. Mayor Carpenter felt that the chairman or the DPW Supervisors should be the first point of contacts in a water emergency. Trustee Drew stated that he would get together with the board and the supervisors, as well as the plant operators. The other issue that Mayor Carpenter wanted to discuss was the hiring of a new water clerk. Trustee Drew stated that the current situation, where the board has been hiring through Accountemps, has not been bringing good candidates. The water board has decided that they would be okay if the village hired direct and they could reimburse. Mayor Carpenter stated that there would need to be a written contract that the water board would agree to cover all expenses for a water clerk. Trustee Drew agreed. Trustee Colvin asked what would happen if the Village of Victory became lead agency, what would happen to the person who has filled that position. Attorney Klingebiel stated that he did not feel that it was a good situation to have the water move from one location to another so frequently. He felt that it created havoc, inefficiency and infighting. He felt that it would be much more efficient if the water lead agency just remained in one village or the other. Treasurer Heyman stated that it was also a problem as far as archives and records go. Any records pertaining to water that were created at one location (Village of Victory or Village of Schuylerville) must stay at that location and it makes finding historical information very difficult.

- **SIDEWALK COMMITTEE**

Trustee Drew stated that he met with Jacob Beeman from the Capital District transportation committee. Drew shared some plans that had been drawn up for Ballston Spa. He would like to see this for the Village of Schuylerville. It is called seven miles of sidewalk. This would need to be incorporated into the GIS system to color code the different categories; non accessible, partially accessible, mostly accessible, fully accessible. The committee would do the work and then Mr. Beeman would enter this in GIS format which would cost between \$2,500 and \$5,000.

- **ZONING BOARD OF APPEALS**

Ms. Colvin cautioned Mayor Carpenter that there needs to be a zoning board of appeals formed, as the board does not now have zoning. Mayor Carpenter stated that he is working on this.

**PUBLIC COMMENT:**

Wendy Lukas stated that she had observed the new crossing guard, Travis Holcolm, at work and that she was impressed with his enthusiasm. She also commended the DPW on the work that they completed on the walking bridge going towards the Schuyler House. She asked what the status of the training of the code enforcement officer Adam Myers was. Mayor Carpenter stated that he has been working diligently on his courses. Ms. Lukas asked if he is currently acting as the village code enforcement officer. Mayor Carpenter confirmed this. Ms. Lukas stated that the tenants at the apartments on Church Street have been having bonfires. Attorney Klingebiel stated that there is currently a burn ban. Ms. Colvin stated that as there is a burn ban, they should just call the police.

Pat Smola stated that there is no streetlight at the end of Schuyler Island drive. There is a light pole, just no light. Mayor Carpenter stated that this is a matter that she should address to the state, as the pole is on a state road. She also asked if there is any way that a sign could be placed on route 29 to inform persons of the existence of a public parking lot. Mayor Carpenter stated that we cannot put a

sign on 29 as it is a state highway. He suggested that the owner of the building could put a sign on the front of the building to direct the public to the lot.

Village Clerk Patterson informed all that there were brochures on the lilacs that bloom in the village and town of Saratoga that were available for viewing.

#### OLD BUSINESS;

SAM project. This is the grant project with the splash pad and the sidewalks on Broad. We are in the process of trying to get permission from the state to allow us to, “piggyback” on the engineering plans that they already have. Mayor Carpenter stated that Trustee LeBaron had asked why the state is not taking responsibility for the construction of the sidewalks on the corners. Trustee Colvin asked if there was any word on what was going on with the work that DOT would be doing at the corner of 29 and Green, as the fire department would like to move forward with the digital sign on that side. Treasurer Heyman stated that she would let them know as soon as she heard anything on the situation.

#### NEW BUSINESS;

Mayor Carpenter read from the reorganizational resolutions as follows;

**Appointments;** The Village of Schuylerville met at its annual re-organizational meeting on May 11<sup>th</sup> at 7:00 pm and hereby made the following appointments to Village Offices: Village Attorney, David Klingebiel, Esq., DPW Working Foreman Robin Decker, Village Historian, Kristina Saddlemire, Visitor’s Center, Kristina Saddlemire Code Enforcement Officer, Adam Myers Health Officer, Village Board of Trustees, Clerk/Treasurer, Cory Heyman, Village Clerk, Helene Patterson, Vital Statistics Clerk, Helene Patterson Records Management, Helene Patterson, Deputy Mayor, Daniel Baker, Trustee Drew made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor, resolution approved.

**Advance Approval of Claims** *Whereas* the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 11, 2022 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 **Now Therefore Be It Resolved** Section1: That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges, and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees Section 2: That this resolution shall take effect immediately Trustee LeBaron made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor, resolution approved

**Designation of Depository** *Whereas* the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 11<sup>th</sup> 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 and New York Class**. Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor, resolution approved

**Monthly Board of Trustees Meetings and Workshop** ***Whereas*** the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 11<sup>th</sup> 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 LeBaron made the motion to approve the resolution, Trustee Drew seconded the motion, all in favor, resolution approved

**Mileage Allowance** ***Whereas*** the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 11, 2022 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 2022 IRS Standard Mileage Rate of 58.5 cents per mile. Section 2: That this resolution shall take effect immediately, Trustee Colvin made the motion to approve the motion, Trustee LeBaron seconded the motion, all in favor, resolution approved

**Designation of Newspaper** ***Whereas*** the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 11, 2022 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 publication pertaining to village business **The Post Star** Section 2: That this resolution shall take effect immediately, Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor, resolution approved

**Attendance of Schools and Conferences** ***Whereas*** the Village of Schuylerville Board of Trustees met at its annual re-organizational meeting on May 11, 2022 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 LeBaron made the motion, Trustee Drew seconded the motion, all in favor, resolution approved

Resolution to approve rates of pay and salaries as follows;

Building Janitorial	\$500.00 Annually
Historian Kristina Saddle mire	\$4,427.74 Annually
Building Inspector	\$11,000.00 Annually
Crossing Guard/Traffic Control	\$18.00 Hourly
Visitors Center Employees	\$13.20 Hourly
Registrar Vital Stats Helene Patterson	\$200.00 Annually
PB Secretary Anna Welfley	\$1,000.00 Annually
Clerk/Treasurer Cory Heyman	\$51,759.58 Annually
Village Clerk Helene Patterson	\$47,632.50 Annually
Village Attorney David Kliengbiel	\$11,000.00 Annually
Trustees	\$12,000.00 Annually
Mayor Daniel Carpenter	\$6,500.00 Annually
WWTP Operator Charles Sherman	\$64,786.32 Annually
WWTP Assistant Scott Brooks	\$44,918.52 Annually
DPW Supervisor Robin Decker	\$26.76 Hourly
DPW Laborer Aaron Brody	\$18.36 Hourly
DPW Laborer Zack Golden	\$18.00 Hourly
DPW Laborer Tyler Wolf	\$18.00 Hourly
DPW Laborer Joseph Passino	\$18.00 Hourly

Therefore be it resolved that the Schuylerville Board of Trustees does hereby approve these salaries and rates of pay for the fiscal year 2023 Trustee LeBaron made the motion to approve the salaries for 2023, Trustee Colvin seconded the motion, all in favor, resolution approved

Mayor Carpenter read the following resolution; **Resolution to adopt Juneteenth as a work holiday** **WHEREAS**, the board of the Village of Schuylerville does hereby resolve to add, “Juneteenth” as a work holiday for the employees of the Village of Schuylerville. **NOW, THEREFORE**, be it resolved that the governing board of the Village of Schuylerville hereby does approve and endorse this resolution to add, “Juneteenth” as a work holiday **THEREFORE, BE IT RESOLVED**, that the Board of the Village of Schuylerville does hereby approve this resolution Trustee Drew made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor, resolution approved.

Turning point parade request for liquor license. Attorney Klingebiel read from the section of the law as it pertains to this matter as follows; §47 prohibits alcohol on any public land within the village

except the foregoing prohibition shall not apply in the event of a fair, picnic or other community gathering for which special permission has been granted by the Village. Attorney Klingebiel stated that anyone serving at the park will need a special amendment to their liquor license from NYS liquor authority. You will want to consider how you approve; ie liquor license approved ahead of time, insurance, ect. Mayor Carpenter also suggested that someone should be checking ID's as they did at the Lion's Club event. Attorney Klingebiel also suggested that the village could set up designated areas as well. Mayor Carpenter asked the board to consider these all of these matters. He also thought that it would be helpful if Byron presented at the meeting so that the board would all know what his intentions were.

Youth Center coin drop application. There are no conflicts on this date. They will need to follow all safety protocols. Trustee Colvin made the motion to approve the coin drop, Trustee LeBaron seconded the motion, all in favor, coin drop approved.

**WHEREAS**, a budget transfer is needed to adjust the following funds;

Resolutions to transfer funds and amend budget increase A.3310.400 Traffic Control Contractual \$10.00. A.8989.400 Home and Communities Grants \$1,270.00 and decrease A.1620.400 Buildings Contractual by \$1,280.00. **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 resolution, Trustee LeBaron seconded the motion, all in favor.

The invoice from the LA Group for the work on the Fort Hardy Park Master Plan was brought to the board for approval for payment in the amount of \$18,000.00. Trustee Colvin made the motion to approve the payment of the voucher, Trustee LeBaron seconded the motion, all in favor. Mayor Carpenter stated that he would be forwarding his communications with the LA Group regarding funding to the board. Stephanie has, at this point not yet put her award recipients on the website

PUBLIC COMMENT:

Wendy Lukas asked how the board was advertising for the positions of planning board and zoning board members. Mayor Carpenter stated that the board plans to use social media as well as mailings.

APPROVAL OF VOUCHERS:

Trustee Drew made the motion to approve the A fund vouchers in the amount of \$22,000.00 and the G fund vouchers totaling \$941.62, Trustee Colvin seconded the motion all in favor, resolution approved

ADJOURNMENT

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

Recording Secretary,

*Cory Heyman*