

**Village of Schuylerville  
Monthly Meeting Minutes  
Wednesday December 14<sup>th</sup> 2022**

**Present;**

Mayor Carpenter  
Trustee Colvin  
Trustee LeBaron  
Attorney Klingebiel  
Treasurer Heyman

**Absent;**

Trustee Baker  
Trustee Drew

**BOARD ANNOUNCEMENTS:**

During the Holiday week Trash will be picked up on Wednesday the 28<sup>th</sup>.

- Schuylerville/Victory Board of Water Management regular board meeting will be held on Monday December 19<sup>th</sup> at 6:00 pm in the Victory Meeting Hall.
- Schuylerville Village Board Workshop Meeting Wednesday January 4<sup>th</sup> at 6:30 pm at the Schuylerville Meeting Hall
- Schuylerville Village Board Meeting on Wednesday January 11<sup>th</sup> at 7:00 pm at the Schuylerville Meeting Hall.
- Planning Board Meeting TBA
- Zoning Board of Appeals
- There will be a joint meeting of the water board and both villages on January 23<sup>rd</sup> at 6:00 pm at the Victory meeting hall.

**BOARD COORESPONDENCE**

**MINUTES:** The minutes were presented for approval, but as only one trustee had attended both meetings, the approval is tabled until the next meeting.

**MID-YEAR'S TREASURER'S REPORT;**

Treasurer Heyman gave the mid-year report as follows;

She stated that she has provided the board with spreadsheets showing a comparison of the current projected fund balance compared to last years.

For the general fund, she noted that the sidewalk contractual in the amount of \$21,891.31 that will be (in theory) reimbursed by the SAM grant, as well as the fact that we have expended CHIPS monies but have not yet received the projected revenue in the amount of \$25,000.00.

Aside from the recommendations for balance transfers, Heyman asked the board to consider is the fact that we used \$153,686.92 in fund balance in our 2023 budget with the anticipation that we would be using those funds for the purchase of the excavator and the repairs to the building. Since then, with the changing restrictions on how we can use ARPA funds, we now have a budget surplus, whereas the original budget was for a planned deficit.

Buildings contractual, even after the proposed transfer will be at \$92,286.32

We budgeted \$20,000 for a BAN payment for the new truck; however, since we will be purchasing the truck in the spring, those funds will not be used this year either, as well as the budgeted \$2,000 for interest.

Mayor Carpenter mentioned that the board had previously discussed paying cash for the new truck for the DPW as opposed to taking out a BAN for this very reason.

Treasurer Heyman agreed. She said that another consideration is, if we have still not purchased a new truck for the DPW by fiscal year end, that the 2020 Dump truck BAN will be coming up for renewal on May 19, 2023 in the amount of \$68,000. If we paid an additional \$48,000.00 (use a transfer from buildings contractual) to the already budgeted \$20,000 for the payment of the principal, it will also give us an additional \$22,000 in our 2024 budget, which we may need if energy costs do not come back down.

Some transfers are recommended due to an unusual amount of equipment repairs, greatly increased costs at the landfill and extraordinary fuel costs. These will be presented in a resolution later in the meeting.

Sewer fund is struggling. Increased energy costs and costly repairs to infrastructure have taken a toll on the budget. For now Heyman recommends a transfer from what remains in contingent funds to waste water treatment plant, but there may be a need to draw from fund balance at some point later in the fiscal year.

Attorney Klingebiel suggested that the village follow the example of the city of Glens Falls. They use a capital plan with a semi-annual and an annual wish list of projected upcoming expenses so there are no surprises. These can be prioritized according to the financial position of each fund as the year progresses. Trustee LeBaron stated that the board had worked with the department heads to get this information at a previous workshop. Mayor Carpenter stated that the department heads had been provided with a template for this, but they never followed through on this. He will follow up.

General Fund Statement balance	\$249,567.74
Sewer Now Statement Balance	\$262,774.10
Trust and Agency	\$8,268.54

General Fund Money Market	\$1,255,744.15
Sewer Fund Money Market	\$253,137.17
Memorial Day	\$2,363.39

DEPARTMENT AND COMMITTEE REPORTS:

- DEPARTMENT OF PUBLIC WORKS

Mayor Carpenter gave a brief synopsis of the report given by Supervisor Decker at the workshop.

- CODE ENFORCEMENT

Mayor Carpenter read from the report from Building Inspector Adam Myers as follows;

1. Myers completed all basic training courses for BSI/CEO and is now a certified CEO.
2. Certificate of Occupancy was issued for N. Broad Apartments. 231 Broad St.
3. Myers has started putting a schedule together for inspections of Village restaurants/businesses to start in the new year, January
4. Myers is attending a class on energy code for NYSERTA's Clean Energy Communities Program today (December 14) This will give the village points towards Climate Smart Communities Certification.

It was mentioned that Wastewater treatment plant operator Sherman will be accompanying Myers on the inspections of grease traps at the restaurants.

- FIRE DEPARTMENT

No report.

- WASTEWATER TREATMENT PLANT

Mayor Carpenter gave a brief synopsis of the report given by Sherman at the previous workshop.

- HISTORIAN/VISITORS CENTER

Mayor Carpenter read the historians report;

- One house inquiry
- One multiple local businesses inquiry
- One on the glass baking factory
- One on cemetery
- One on general history.

- PLANNING BOARD

No report

- SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT

Mayor Carpenter stated that the minutes from the water board meeting were available and that they would be posted on the website as well.

- **ZONING BOARD OF APPEALS**

Leona Colvin was present. Although there was no meeting, the zoning board members did attend some training classes. Ms. Colvin asked if the board could approve more training that will take place in January. Mayor Carpenter stated that he will present this to the board later in the meeting.

Ms. Colvin also stated that she would like to be kept informed on the schedule of the planning board, as she would like to attend these meetings so that she will know when there are matters that may need to go to the ZBA.

**PUBLIC COMMENT;**

**OLD BUSINESS;**

**NEW BUSINESS**

Schuyler Hose company submitted a letter of recommendation for Firefighter Richard Scott. Trustee LeBaron made the motion to approve Firefighter Scott, Trustee Colvin seconded the motion, all in favor, Scott approved.

Dates for the upcoming budget meetings were discussed. As two of the four board members were not present, Mayor Carpenter decided that the board should only schedule one until all were present. January 30<sup>th</sup> will be the first budget meeting.

Mayor Carpenter announced that the village will be sending out notices that Code Red is now available for residents to sign up for to receive alerts including water shut offs, boil water emergencies and any other village wide alert. This was prompted by a water repair that took place last week by the mayor's home which almost required a shut down of all water on Green Street, Morgan's run and the school. With Code Red, we would have been able to specifically target this area and send an advisory to just participants in that area.

Mayor Carpenter would like to form a committee with Trustee LeBaron to work on the proposed amendments to the Alternate Parking Law. Trustee LeBaron feels that there should be no parking at all overnight during the winter months. He said that every other village in a 50-mile radius does not allow parking on the streets overnight. Attorney Klingebiel suggested that instead of towing, the village should consider passing a parking ticket ordinance. He stated that he would look into what the credentials that are required for this position. He felt that within the first year we would see results from this. Mayor Carpenter asked him to please look into this.

Mayor Carpenter read from the resolution to transfer funds as follows;

**WHEREAS**, a budget transfer is needed to transfer the following funds in the 2023 fiscal year budget;

Decrease; A.1620.400 Buildings Contractual \$23,250, A.9010.800 State Retirement, \$7,489.76

Increase; A.1660.400 Central Stores Fuel Contractual \$15,000. A.1640.400 Central Garage Contractual \$3,000, A.3310.400 Traffic Control \$500, A.5110.400 Street Maintenance Contractual \$989.76, A.8160.400 Refuse and Garbage Contractual \$11,250.

**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 transfer, Trustee LeBaron seconded the motion, all in favor, transfer approved.

Mayor Carpenter read from the resolution to transfer funds in the sewer funds as follows;

**WHEREAS**, a budget transfer is needed to transfer the following funds in the 2023 fiscal year budget;

Decrease G.1990.400 Contingent Account \$3,000 and Increase G.8130.400 Waste Water Treatment Plant Contractual by \$3,000. **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 transfer, Trustee LeBaron seconded the motion, all in favor, motion approved,

A Resolution was presented to adopt the NYS unified solar permit. The village board and the attorney had all been provided an opportunity to review the resolution before the meeting, All were in agreement that this would be good for the village, Trustee Colvin made the motion to approve the resolution, Trustee LeBaron seconded the motion, all in favor, resolution passed.

Mayor Carpenter asked for a motion to approve the zoning board training requested earlier in the meeting by Zoning Board Chair Leona Colvin in the amount of \$195.00 Trustee LeBaron made the motion to approve the expenditure, and Trustee Colvin seconded the motion, all in favor expenditure approved.

Mayor Carpenter asked for a motion for the planning board to attend the same classes using their contractual line, Trustee Colvin made the motion, Trustee LeBaron seconded the motion, all in favor, expenditure approved.

Mayor Carpenter asked for a motion to approve the purchase of a liner for the ice rink in the amount of \$400. Trustee Colvin made the motion, Trustee LeBaron seconded the motion, all in favor purchase approved.

**PUBLIC COMMENT:**

Attorney Klingebiel noted that there is a code ordinance §151-13 that has parking violations in it. He suggested that when the board appointed committee reviews the law for amendments that they look into this as currently the fines for illegal parking are at \$50, \$100 or \$150. The current law also includes 15, 30 or 90 days in jail! Attorney Klingebiel did not feel that it was appropriate to send someone to jail for a parking ticket. He also suggested increasing the ticket fines to the amounts that are charged by the state which are \$125 first offense \$250 second and

\$500 for the third. Mayor Carpenter stated that these things will be considered by the committee as well as the hours that will be allowed for parking on Broad street at night if any.

APPROVAL OF VOUCHERS:

Trustee Colvin made the motion to approve the A fund vouchers for a total of \$81,920.37 and the G fund vouchers for a total of \$10,779.61. Trustee LeBaron seconded the motion, all in favor, vouchers approved.

ADJOURNMENT

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

Recording Secretary

*Cory J Heyman*