

Village of Schuylerville
Village Workshop Minutes
September 30, 2024

Present;

Mayor Carpenter

Trustee Baker

Trustee Colvin

Trustee LeBaron

Absent

Trustee Drew

The board reviewed a proposed credit card policy to establish a convenient, efficient and cost-effective method of purchasing goods and services when vendors will not accept purchase orders and/or are unwilling to extend the Village credit to be paid through the Village's regular payment cycle and alternate vendors are not available.

The Village will be in possession of one credit card in the name of the Village, The Village Treasurer shall be the sole authorized user. The credit card account will be audited monthly by the Village Clerk and the receipts and statements reviewed monthly by the board of trustees. The card will be in the custody of the Village Treasurer.

Any Department Manager unable to obtain goods or services needed for proper municipal use from a vendor, shall complete and forward a purchase request to the Village Treasurer, who then will order the item(s) and/or goods with the specified vendor. Such purchase request shall include contact and account information of the vendor as well as item/make/model numbers, quantity, price, size and any other information needed of the item requested. The credit card will remain in the custody of the Village Treasurer and will not be signed out. No personal purchases may be made with the card.

The board all agreed that the policy seemed sound and asked Treasurer Heyman to send it to Attorney Klingebiel for review before the next meeting.

The board reviewed the draft of local law 2 of 2024 parking on Ferry Street sent to them by Attorney Klingebiel. They agreed that the draft for local law 2 of 2024 to prohibit parking on Ferry Street from Broad to Green was satisfactory. After much discussion, it was determined that the public hearing should be held at 6pm right before the next regular village board meeting on November 13th. This would allow for enough time to send out the notice with the November sewer billing. A public notice will also be published with the Post Star well within the legal timeframe.

As Village Clerk Patterson has retired from her position as clerk but is retaining her position as Planning Board Secretary, it is necessary for the board to review how she will be compensated for her time. Secretary Patterson has requested that she receive hourly pay in the amount of \$30 per hour. The previous Planning Board Secretary, Anna Welfley, was paid \$25 per hour. Trustee Baker stated that he did not feel that the position warranted a rate of \$30 per hour. He compared the pay rate relative to that of the water clerk at \$17 per hour who had many other skills sets and responsibilities. The duties of the planning board secretary, in addition to the recording of the minutes, were discussed. Trustee Colvin stated that the organizational aspect of the planning board has historically been done by the Chairman. Mayor Carpenter noted that the chairman's position is not a paid position. He also stated that Secretary Patterson has considerable knowledge and skills to offer and that he feels she is worth the requested pay rate. Trustee Baker asked how we can track the hours. If we are audited, how will we explain how we know how many hours were actually worked. Trustee Colvin suggested a salary, as we do with the person who maintains the bathhouse in the park. The difficulty of this is that some months there is no meeting. Trustee Colvin stated that he is unwilling to accept the \$30 per hour. Trustee Baker asked if we could get an estimate of how many hours would be billed per meeting, it would allow for better budgeting. The board decided, after much discussion, that they would like to stay with the \$25 per hour until they have a better idea of how many hours are typically dedicated to each meeting.

The sale of a small portion of the Easton property to a homeowner who wishes to expand his property enough to build a shed on it was discussed. Attorney Klingebiel has determined that the village board could move forward with the sale of the property to the homeowner, as the land in question is not needed for any village purpose. We are waiting for the property owner to give specific square footage so that we can provide a price for the sale.

The USDA water infrastructure grant progress was discussed. There will be a joint meeting on October 21st at 6 pm to obtain a commitment from the water board in the form of a signed resolution that will clearly state the amount of money that they are willing to invest in this infrastructure project. We also need to confirm that the water board will be reimbursing us for the hiring of the bond counsel for the work that will need to be completed in the bonding process. There should be a resolution for this as well so that we have clarity on the commitment and responsibilities of each party.

Scott Brooks submitted the certifications for the courses that he took to maintain his plant operator license along with the receipts for the money that he spent out of pocket to pay for the courses. At the previous board meeting, the board had decided that Brooks would be reimbursed providing he passed the courses. The board directed Treasurer Heyman to go ahead and cut the check to Brooks for \$655.00.

An application for a sidewalk replacement reimbursement was submitted by the Marks at 65 Pearl Street. The resident provided three viable quotes. The board agreed that the application looked good.

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