

Village of Schuylerville Board of Trustees

Special Meeting Minutes

June 30, 2025 – 4:45 PM

Present:

Mayor Dan Carpenter

Trustee Colvin

Trustee Campbell

Trustee Baker

Trustee Lebaron

1. Call to Order

Mayor Carpenter called the special meeting to order to discuss the Shared Services Contract between the Village of Schuylerville and the Town of Stillwater, along with several related matters.

2. Shared Services Contract – Code Enforcement and Fire Inspections

Discussion Summary:

- **Planning and Zoning Reporting Requirement:**

Trustee Colvin raised concerns that the contract lacks language requiring coordination with the Planning Board. The Board agreed to amend the contract language to include the requirement for monthly written reports to the Village Board, Planning Board, and Zoning Board.

- **Duties Clarification:**

The Board reviewed and confirmed the scope of duties:

- Enforce the NYS Uniform and Energy Codes.
- Receive, review, and issue building permits.
- Conduct inspections for code compliance.
- Investigate complaints and violations.
- Conduct periodic fire safety and property maintenance inspections (per NYS law).
- Maintain required documentation in both municipalities.
- Provide monthly reports to the three boards.
- Attend required training and certifications.
- Maintain a presence in each village at least two days per week for inspections and administrative work.
- Respond to communications within 48 business hours and process permits within 10 business days.

- **Technology and Equipment:**

The inspector will use Schuylerville's software, which will require providing a laptop with the appropriate program installed. A rugged case will be provided. A new laptop may need to be purchased due to hardware issues with the previous one.

- **Fire Inspection Coordination:**

Trustees discussed how to handle cases where businesses already undergo private fire inspections. There was consensus that if the village receives proper documentation from licensed professionals, duplicative inspections should be avoided. Future discussions may address implementing a fee structure for municipal fire inspections.

3. Salary vs. Hourly Compensation Structure

Discussion Summary:

- The Board clarified a misunderstanding in the draft contract where timesheets were mentioned, raising concerns about whether the positions would be hourly or salaried.
- It was agreed that the two new inspector positions (Code Enforcement and Fire Inspector) will be salaried, not hourly.
- Timesheets will still be submitted for accountability and evaluation purposes, but not for hourly billing.
- The Board discussed budgeting implications and potential allocation of funds within a single salary line item, possibly dividing into subaccounts for tracking.

4. Next Steps for Shared Services Agreement

- Mayor Carpenter will revise the contract to reflect the agreed-upon changes, particularly the clarification of salaried status and reporting requirements.
- A revised draft will be distributed to the Board and forwarded to Stillwater for approval.
- Further discussion is expected at the upcoming Village Workshop to finalize details, including salary allocation and meeting with Lawrence, the primary contact for fire inspections.

5. Environmental Facilities Corporation (EFC) Grant Inquiry

- Mayor Carpenter asked the Board for approval to pursue initial research with CT Male and Kathryn regarding potential EFC funding for water infrastructure improvements.
- The Board expressed concern about the village's current financial records not being in sufficient condition to apply this year.
- It was noted that the application deadline is approaching (likely July or August), and the Water Board and Village of Victory would need to co-sign on any loan application.
- It was agreed that the village should aim to be prepared for a future funding cycle and that preliminary discussions with CT Male should begin soon to determine documentation requirements.

6. NYCOM Membership Renewal

- The Board discussed the NYCOM annual dues and benefits of membership, including access to legal advice and training.
- A motion was made by Trustee Dan and seconded by Trustee T to approve payment of the NYCOM annual fee.
- Motion passed unanimously.

7. Other Business

- Mayor Carpenter reminded the Board that a prior vote had approved clothing reimbursement, but only his signature was on file. Trustees confirmed their support of the prior vote.
- Mayor Carpenter encouraged Trustees to register for NYCOM membership using their village email accounts.

8. Adjournment

- Motion to adjourn made by Trustee Baker and seconded by Trustee Lebaron.
- Motion passed unanimously. Meeting adjourned at approximately 5:30 PM.