

**Village of Schuylerville  
Workshop Meeting Minutes  
Monday, January 5, 2026**

**Present;**

Mayor Carpenter  
Trustee Baker  
Trustee Campbell  
Treasurer Heyman  
Village Clerk Porter

**Present via phone**

Trustee LeBaron

**Absent**

Trustee Colvin

Mayor Carpenter opened the meeting with the pledge of allegiance.

Supervisor Decker was not present due to the snowstorm. Mayor Carpenter noted that the department head budget request letters had been sent and received.

WWTP Operator Sherman submitted his report, no issues all is running well.

Code Enforcement Officer Mc Bride has provided the village with a fee schedule that is used by the Town of Stillwater for the purpose of a template for fees for the Village of Schuylerville.

The board started at the operating permits, most of which they did not feel applied to the Village of Schuylerville, such as fruit and crop ripening and sugarhouse alternative activities. The only fees in this category that the village felt were applicable were outdoor events. The fees currently charged for vendors are outdated. Currently the fee is \$5 and is a blanket fee for the year. A scale of fees was discussed to differentiate between the single-use vendor for events and those who will be seasonal, such as Mr. Ding-a-Ling and vendors who service the OSSA games. Mayor Carpenter tasked the board with reviewing the fees and coming up with a fee schedule that is commensurate with the number of times the vendor will be in the village.

Garages were agreed upon at \$60, Sewer connections \$1,500, permit renewals \$50

For Commercial new construction, the village will follow Stillwater with \$200.00 plus \$50.00 every \$10,000 of estimated cost of construction not to exceed \$2000.00 for permit fees under \$5000 fee is \$100.

A lengthy discussion was held regarding the need to inspect replacements of fuel burning appliances. Trustee LeBaron asked if a fire company red tags an appliance, are we just not going to charge a fee to inspect and approve the repaired or replaced item? The board will consider.

For pools, it was determined that whether it is an inground or above, the fee is at \$50 but should be \$100.

The board questioned the definitions of the category building alteration, outside renovations. Trustee Baker noted that current code states, if it's like for like, you don't need a permit, as long as you're not structurally changing the building.

A new roof permit was priced at \$75

Categories labeled additional non-living space, and building alteration it was determined should just fall under the regular building permit fee of \$125.00

A fence, \$25 to ensure the new setbacks that are listed in the zoning

Zoning compliance letter \$15, Demolition permit, \$50

Mayor Carpenter asked Treasurer Heyman to send out the budget schedule from NYCOM to determine what are the deadlines we need to meet to comply with the budget process. Treasurer Heyman has posted the budget spreadsheet to the village google drive for review by the trustees. It is updated with the most current numbers and will be kept updated throughout the budget process.

Trustee Campbell stated that she has sent the updated handbook out to all for review. It only needs to be determined whether the changes need to be broken into separate resolutions or if we can draft one blanket resolution for all of the proposed changes. Attorney Klingebiel will need to review to ensure the handbook complies with all DOL standards.

The board discussed raising the rate of pay for Travis Holcomb to provide equal pay for the services he provides on a call-in basis. Mr. Holcomb has been a valuable employee of the village for several years. The board appreciates his willingness to fill in as traffic control officer in those instances when our regular crossing guard is off, as well as filling in for DPW in any capacity we require. The rate of pay for DPW laborer is \$22 per hour and crossing guard is \$19.10. This will be presented as a resolution at the regular January meeting.

Trustee Baker made the motion to close the workshop, Trustee Campbell seconded the motion, all in favor, workshop closed.