

Village of Schuylerville – Regular Board Meeting Minutes

Date: November 10, 2025

Location: Schuylerville Meeting Hall

Start Time: 6:00 PM

Attendance:

Mayor Carpenter, Trustee Baker, Trustee Campbell, Trustee Colvin and Trustee LeBaron

1. Call to Order & Pledge of Allegiance

The meeting was called to order, followed by the Pledge of Allegiance.

2. Board Announcements

- **Victory Board of Water Management Meeting** – Nov. 17 at 6:00 PM, Victory Hall.
- **Village Workshop** – Dec. 1 at 6:00 PM.
- **Next Monthly Meeting** – Dec. 8 at 6:00 PM.
- **Planning Board** – TBD pending need.

3. Approval of Minutes

- **Motion:** Trustee Colvin
- **Second:** Trustee Baker
- **Vote:** Unanimous – Approved

4. Treasurer's Report

- **General Fund:** \$180,843.30
- **Sewer Fund:** \$161,108.51
- **Trust & Agency:** \$6,921.82
- **General MM:** \$1,352,607.02

- **Sewer MM:** \$254,493.60
- **Memorial Day Fund:** \$1,363.39
- **Interest Earned:**
 - General Money Market: \$4,540.07
 - Sewer Money Market: \$826.43

No issues raised.

5. Department & Committee Reports

Reports placed online; no public objections.

6. Public Comment (Early)

No comments.

7. Water Emergency Staffing Discussion

Board discussed options for creating an emergency response list for qualified machine/water line operators.

Key Points

- Ryan Campbell (Water Board member and contractor) has a DBA and relevant water line experience.
- Legal counsel:
 - A board member **may provide services** if they **recuse** from related votes.
 - No conflict if it does not interfere with their municipal employment.
- Emergency repairs are exempt from competitive public bidding.
- Goal is to develop a **3-person on-call list**
- Consideration needed regarding Ryan's availability when working for Town of Saratoga.

Action Item

- **Workshop discussion scheduled:** Full review of process, legality, insurance, and scenarios.

8. Fort Hardy Topographical Survey – RFP

- Draft RFP prepared by Treasurer.
- Counsel confirmed RFP is acceptable to release; no commitment required by issuing.
- Board prefers **Treasurer's input before proceeding**.

Action Item

- **Tabled to December workshop** for date insertion and finalization.

9. Employee Handbook Updates

Trustee Campbell provided updates and legal questions.

Key Issues

1. **Paid Family Leave**
 - Village does *not* offer PFL.
 - Counsel confirmed a simple explanatory paragraph is sufficient; no need to include full policy.
2. **FMLA Eligibility**
 - Handbook currently states village is not subject due to <50 employees.
 - Counsel to determine whether municipalities are automatically required regardless of size.
3. **CDL Requirement for DPW Staff**
 - Discussion on whether CDL should be mandatory for new hires.
 - Concerns:
 - Reduced applicant pool
 - Increased salary requirements
 - Equipment weight thresholds changing CDL needs
 - For existing employees, consensus leaned toward **not forcing CDL acquisition retroactively**.
4. **Random Test Pool Issue**
 - A DPW employee was wrongly flagged as part of a CDL drug-testing pool due to previous employer's DOT requirements.
 - Counsel confirmed: **If the employee has no CDL, they should not be in the pool.**

- Further CDL requirement discussion postponed to workshop.

10. Building Permit Rate Schedule

- New rate schedule draft circulated.
- Concern over excessive or unnecessary fees.
- Not ready for approval.

Action Item

- **Workshop agenda item:** finalize rates and prepare notice to the public.

11. Fire Department

- **New Firefighter Approved:** Jensen Brennan (16-year-old junior member)
- **Motion:** Trustee Baker
- **Second:** Trustee Campbell
- **Vote:** Unanimous

12. Hazard Mitigation Plan Resolution

- County-wide FEMA update requires municipal adoption.
- Village previously reviewed and submitted updates.

Motion to Approve: Trustee Baker

Second: Trustee Campbell

Roll Call Vote:

- Colvin – Yes
- LeBaron – Yes
- Campbell – Yes
- Baker – Yes
- Mayor – Yes

Motion Passed

13. Tri-Municipal Code Enforcement Modernization & Records Digitization Initiative

- Partners: Schuylerville, Stillwater, Mechanicville
- Purpose: Improve efficiency, digital records, communication with DOS and county.
- Cost to Village capped at **\$10,000**.
- Village of Schuylerville acts as **lead and fiscal agent**.

Motion to Approve: Trustee Campbell

Second: Trustee Baker

Vote: Unanimous

14. NY Forward Grant – Public Discussion

A resident sought updates.

Key Points

- State issued a **draft-of-a-draft budget**; Village submitted clarifications.
- Final draft expected **Q1 2026**.
- Private project sponsors (Turning Point LLC, Kickstart Café, Bound by Fate/Bates Building) must work directly with EDC/State.
- If a private project fails, DOS will revisit the **LPC-ranked alternatives**, including small project grants.

15. Approval of Vouchers

- **A-Fund:** \$65,906.35
- **G-Fund:** \$16,115.50

Motion: Trustee Baker

Second: Trustee Campbell

Vote: Unanimous

16. Parking Enforcement Discussion (Ferry Street)

- Ongoing violations of new “no parking” zone.

- Enforcement to begin; DPW will handle initial warnings.
- Committee will soon submit a **formal parking strategy**, including:
 - Time-limited 2-hour parking (business hours)
 - Potential constable position
 - Painted/marked spaces
- Winter parking reminders going out.

Action Items

- Mayor to monitor and instruct enforcement.
- Parking Committee to submit formal recommendations.
- Mayor to speak with Victory regarding Pearl Street signage permissions.

17. Stop Sign Replacement

- DPW purchased new signs; installation underway.

18. Adjournment

Motion: Trustee Baker

Second: Trustee LeBaron

Vote: Unanimous

Meeting Adjourned