

Village of Schuylerville

Workshop Meeting Minutes

Date: February 2, 2026

Type: Workshop Meeting

Call to Order

The workshop meeting was called to order and opened with the Pledge of Allegiance.

1. DPW Report

The DPW Superintendent provided an operational update covering recent winter storm response and equipment status.

Equipment & Operations

- Multiple equipment failures occurred during recent extreme cold conditions:
 - Hydraulic pump failure on International dump truck (repaired in-house).
 - Bearing failure associated with hydraulic repair.
 - Tire failures on the 550 truck and skid steer.
 - Garage door motor failure during storm operations (since repaired).
- Loader tire air leak continues to be monitored to avoid additional expense.
- Staff completed snow removal operations under extended shifts during recent storms.

Budget Observations

- Shop maintenance budget is insufficient given rising repair costs.
- Salt budget is nearly exhausted:
 - Approximately \$5,000 remains.
 - One additional salt delivery is needed to complete the season.
- Board consensus supported ordering additional salt due to rising prices and forecasted storms.

Capital Planning

- Replacement pickup truck deferred to upcoming budget cycle (estimated placeholder: **\$85,000**).
- State contract pricing may reduce final cost.

- New dump truck chassis completed; equipment installation delayed with anticipated delivery approximately seven weeks after shipment.

Water Line Location Training

- Staff attended locator training and identified operational improvements.
- Railroad infrastructure may interfere with underground locating signals.
- Replacement locator equipment estimated at approximately \$15,000; potential future Water Board consideration.

Sidewalk & Snow Removal Discussion

- Physical obstacles (flower boxes, bike racks, delineators) prevent safe mechanical clearing in certain downtown areas.
- Board direction:
 - DPW will clear accessible areas only.
 - Business owners may clear remaining sections.
 - Future discussions will address redesign or relocation of obstacles prior to next winter.

General Recognition

Board members commended DPW staff for exceptional snow response and road conditions compared favorably to surrounding municipalities.

2. WWTP Report

The Wastewater Treatment Plant operator provided an operational update.

Equipment Status

- EQ tank pump removed due to reduced output (approximately 200 GPM vs. normal 1100 GPM).
- Pump sent for inspection; repair cost pending.
- Plant remains operational using alternating pump system.

Operational Conditions

- Winter conditions have reduced flows due to campground closures and lack of snowmelt.
- Increased utility costs expected.
- Maintenance needs identified:

- Hydraulic seal repairs on power-track equipment.
- Parts procurement anticipated.

Overall Status

Facility remains operational with no immediate treatment concerns.

3. Town of Saratoga Fire Contract Review

- Proposed contract reviewed.
 - Annual cost approximately **\$42,430**.
 - No major concerns raised.
 - Contract to move forward for formal consideration.
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4. Local Law Discussion

Discussion focused on updates required to align with NYS Uniform Fire and Energy Code requirements.

Key Points

- Adoption required under NYCRR 1203.5 standards.
- Penalty language clarified:
 - Violations punishable by fines not exceeding \$1,000 per day and/or imprisonment up to one year.
- Board agreed to retain maximum penalty language to maintain compliance.

Action

- Public hearing required.
 - Local law scheduled for announcement at next meeting and adoption process at March meeting.
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5. Fee Schedule

Discussion continued regarding vendor and special-use permit fees.

Determination

Board consensus:

- **Single event permit:** \$10
- **Annual permit:** \$25

Rationale:

- Simplifies tracking.
- Reflects municipal service usage (including utilities).

Action

- Fee changes to be incorporated into upcoming public hearing alongside local law updates.
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6. Handbook Discussion

Status update provided on employee handbook revisions.

Sick Leave Conversion

- Retirement system guidance confirmed:
 - Tier 5 and earlier: up to 125 days transferable.
 - Tier 6: up to 100 days transferable.
- Board agreed handbook should reference **state retirement policy** rather than fixed numbers to avoid future revisions.

Status

- Legal review ongoing.
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7. NY Forward Contract Discussion

- Contract received and under review.
 - Board members asked to submit comments by Friday.
 - Program requires formation of a public project advisory committee.
 - Coordination meeting with state representatives pending scheduling.
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8. Intermunicipal Grant Discussion

Grant application submitted in partnership with Stillwater and Mechanicville.

Purpose

- Creation of shared software/database for:
 - Building inspection
 - Fire inspection
 - Code enforcement tracking
- Intended to support shared services operations and improve administrative access.

Direction

- End users (clerks, inspectors, administrators) should participate in demonstrations and selection process.
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9. Resolution to Transfer Funds – Snow Removal

Discussion held regarding overtime and storm expenses.

Key Points

- Significant overtime incurred due to prolonged storm response.
 - State emergency declaration may allow reimbursement for:
 - Labor
 - Salt usage
 - Equipment damage/repairs
 - Administration will monitor eligibility once qualifying dates are confirmed.
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Additional Discussion (Not on Agenda)

Water Budget Coordination

- Meetings being scheduled with Village of Victory representatives to reconcile budget assumptions.
 - Emphasis placed on long-term capital planning rather than reactive budgeting.
 - Proposed annual equipment reserve of **\$50,000** discussed as sustainable planning approach.
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Adjournment

With no further business, the workshop concluded.