

Village of Schuylerville

Board of Trustees Meeting Minutes

Date: March 9, 2026

Location: Schuylerville Village Meeting Hall

Time: 6:00 PM

Call to Order

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

Attendance

Mayor Carpenter

Trustee Baker

Trustee Colvin

Trustee Campbell

David Klingbiel- Lawyer

Jamie Porter-Village Clerk

Public Hearings

Local Law No. 1 of 2026 – Code Update

A public hearing was held regarding **amending Local Law No. 1 of 2026** to update the Village Code in order to comply with **New York State Uniform Fire Prevention and Building Code requirements**.

Updates include provisions such as establishing a **Fire Inspection Officer** position and other changes required for state compliance.

No public comments were received.

Motion made to close public hearing number 1 by Trustee Baker
Motion Seconded by Trustee Colvin

Revised Fee Schedule

A public hearing was also held regarding adoption of a **revised Village fee schedule**, including:

- New permit fees (e.g., roof permits)
- Updated mobile food vendor permit and inspection requirements
- Updated permit payment procedures

No public comments were received.

Motion made to close public hearing number 2 by Trustee Baker
Motion Seconded by Trustee Colvin

Announcements

- **Schuylerville–Victory Board of Water Management**
 - **March 16 at 5:30 PM in Victory meeting hall**
 - **Village Workshop Meeting**
 - **April 6 at 6:00 PM-Schuylerville Meeting hall**
 - **Public Hearing – Tentative Budgets**
 - **April 13 at 6:00 PM Schuylerville Meeting hall**
 - Followed by the regular monthly meeting
 - **Planning Board Meeting**
 - **March 16 at 6:30 PM Schuylerville Meeting hall**
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Approval of Minutes

Minutes reviewed:

- **February 2, 2026 – Workshop Meeting**
- **February 9, 2026 – Regular Meeting**

Motion to Approve both sets of minutes by Trustee Baker
Second by Trustee Colvin
Vote: Approved unanimously

Treasurer's Report

Balances reported:

Account	Balance
General Fund Checking	\$215,775.02
Sewer Fund Checking	\$150,877.29
Trust & Agency	\$12,179.85
General Fund Money Market	\$999,248.61
Sewer Fund Money Market	\$459,310.81
Memorial Day Fund	\$1,363.39

Monthly interest earned:

- General Fund: **\$2,566**
- Sewer Fund: **\$1,218.14**

Board noted continued strong interest earnings.

Department & Committee Reports

Department of Public Works

- Severe **freeze-thaw cycles** and winter weather have caused deterioration of village roads.
 - Road repairs may begin **earlier than usual** due to available CHIPS funding rollover.
 - Equipment maintenance continues while awaiting delivery of a **new DPW truck (anticipated April)**.
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Wastewater Treatment Plant

- Operations running normally but conditions remain **very wet due to thaw conditions**.
- One pump failure occurred.

Decision:

Repair approved rather than replacement.

- Repair cost: ~\$19,000
- Replacement estimate: ~\$50,000

Plans to explore installation of **drying bed fans** later in the year depending on budget.

Historian Report

Highlights included:

- Brookside Museum **Tavern Night** event (sold out)
 - Upcoming **Saratoga Historical Society screenings** celebrating the 250th anniversary
 - Development of a **250th Anniversary Trivia Fundraiser**
 - Professional development work related to 250th anniversary programming
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Planning Board Report

February meeting actions:

- **Kickstart Café relocation to 76 Broad St.** — signage approved
- **New business at 78 Broad St.** — signage approved
- **Saratoga Tackle at 90 Broad St.** — signage pending approval

Next meeting: **March 16 at 6:30 PM**

Planning Board Administrative Change

Discussion regarding:

- **Brianna stepping down as Planning Board alternate**
- Request to become **Planning Board Secretary**

Board agreed to proceed once a **formal resignation letter** is submitted.

Action Item:

Advertise for a new Planning Board alternate.

Board of Water Management

Next meeting scheduled **March 16**.
Minutes available on the Village website.

Zoning Board of Appeals

No meeting held.

Public Comment

No public comments.

Old Business

None.

New Business

Trail Planning Contracts – Fort Hardy Trail System

Proposal from **LA Group** for planning services for:

- Waterfront Memorial Trail
- Woodland Connector Trail

Contract amount: **\$34,500**

Additional survey contract: **\$31,600**

These contracts complete required components of an **\$89,000 grant-funded project (50/50 match)**.

Motion to Approve both contracts made by Trustee Baker

Seconded by Trustee Campbell

Vote: Approved unanimously.

Employee Handbook

Awaiting confirmation from NYCOM that all NYS Department of Labor requirements are included.

Status: Pending final confirmation.

Coin Drop Applications

Approved requests:

Organization	Date
Sons of the American Legion	Sept 12
CAAP (Community Animal Action Project)	Aug 15
American Legion Auxiliary	May 16

Conditions: Insurance and safety vest requirements must be followed.

Motion to Approve all three coin drops made by Trustee Baker

Seconded by Trustee Campbell

Vote: Approved unanimously.

Fort Hardy Field Use – Schuylerville Stallions

Request to use fields **April through August**.

Board approved use for 2026 season.

Discussion held regarding future **field usage fees for private travel teams**.

**Motion to Approve Fort Hardy use made by Trustee Baker
Seconded by Trustee Campbell**

Action Item:

Research comparable municipal fee structures.

Technology – Network Switch Subscription

Meraki network switch subscription

- Cost: **\$531 for three years**

**Motion to Approve made by Trustee Baker
Seconded by Trustee Campbell**

Vote: Approved unanimously.

Tree Removal Request – Leinwahl Property

Request for removal of two trees located near the alley right-of-way.

Board approved reimbursement **up to \$1,500** based on submitted quotes.

Condition:

- Only trees **within the village right-of-way** are eligible.

**Motion to Approve reimbursement made by Trustee Baker
Seconded by Trustee Campbell.**

Vote: Approved unanimously.

Northumberland Fire Protection Contract

2026 fire protection agreement approved.

Contract amount: **\$129,892**

Term: Through **December 31, 2026**

**Motion to Approve reimbursement made by Trustee Baker
Seconded by Trustee Campbell.**

Easton Property Subdivision Representation

Authorization granted for **Chris Irish** to represent the Village in a subdivision matter in the Town of Easton.

**Motion to Approve reimbursement made by Trustee Baker
Seconded by Trustee Colvin**

Code Enforcement Software (MGO)

Proposal reviewed:

- Cost: **\$2,400 annually**
- Intended to replace existing \$5,000 software subscription.
- Would integrate **code enforcement, fire inspection, and planning board operations.**

Board expressed concerns regarding:

- Data migration costs
- Potential shared use with neighboring municipalities

Decision:

Item **tabled** pending additional information.

Presentation of Tentative Budget

The Village Clerk presented the **tentative 2026-2027 Village budget** to the Board.

A public hearing will be scheduled at the April meeting.

Presentation of Vouchers

A fund-\$ 49,826.57

G fund-\$ 203.24

**Motion to Approve Vouchers made by Trustee Colvin
Seconded by Trustee Campbell**

Adjournment

Meeting concluded following completion of agenda items.

**Motion to made Adjourn by Trustee Baker
Seconded by Trustee Colvin**