

Welcome Public

Mayor Gutheil asks all to silence their Cell Phones

Mayor Gutheil then asks all to stand for the Pledge of Allegiance

PUBLIC MEETING

7:00 pm

February 5, 2020

MAYOR HARRY G. GUTHEIL JR. PRESIDING

Minutes

Attendance:

Mayor Gutheil

Trustee Orlow

Trustee Bodkin

Attorney Bartkowski

Trustee Carota

Highway Maintenance Supervisor Chagnon

Trustee Girard

Clerk Treasurer Kelleher

Public Forum – none

- 1. Approve Minutes for January 2nd and January 22, 2020

Mayor Gutheil reported he has a transcript of the January 15th meeting from the Deputy Clerk that he is working with and he will come up with a set for approval.

Motion by Trustee Carota to approve the minutes for January 2, 2020. Seconded by Trustee Orlow. All were in favor. None opposed. Trustee Bodkin abstained. Motion carried.

Motion by Trustee Carota to approve the minutes for January 22, 2020. Seconded by Trustee Bodkin. All were in favor. None opposed. Trustee Girard abstained. Motion carried.

- 2. Set Future Meetings

Mayor Gutheil reported that he received an email from Charlie Phillion about a requirement of the CDBG grant that the Office of Community Renewal be included on all monthly progress meetings. Mayor Gutheil will follow up to see who is required to attend the monthly meeting.

- 3. Transfers

Mayor Gutheil explained the three accounts that were short and recommended the transfers.

Transfer \$200.00 from A1990.400 Contingency to A3120.400 PD Miscellaneous Supplies

Transfer \$4,300.00 from A1990.400 Contingency to A3120.401 PD Car Repair

Transfer \$500.00 from A1990.400 Contingency to A3120.412 PD Building Repairs

Motion by Trustee Carota to approve these transfers. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

- 4. Approve Bills

For the record Mayor Gutheil has reviewed the bills.

Motion by Trustee Carota to approve bills as audited. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

5. December 2019 Financial Statements

Motion by Trustee Bodkin to receive and file the December 2019 Financial Statements. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

6. Request for Use of Gazebo

Empire State Capital Volkssporters have requested the use of the Gazebo on August 26, 2020.

Motion by Trustee Bodkin to approve this request and authorize Mayor Gutheil to sign the agreement. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

7. GTM Payroll Services Proposal

Trustee Bodkin reported that he has followed up on previous discussions about timeclocks and payroll processing information and invited Rolly Merrill of GTM Payroll Services this evening.

Rolly Merrill stated that GTM's software is in the cloud and backed up regularly. They are moving to a new software program called I-Solve for more security. They will upgrade the Village to the new software for no additional cost.

He discussed the timekeeping module and distributed a handout on the subject. The biometric timeclock is accessible via a smart phone AP (I-Solve Go AP). Employees would be able to punch in and out by using their phone. Employees would be able to check the system for their paystubs, W2's and accrued time off balances. Employees could enter a job code, department number, etc. to track time. The cost of the biometric clock is \$1,290.00.

Mayor Gutheil asked for a list of municipalities using this software and stated he does not feel the example of time theft represents our workforce.

8. Cyber Security

Trustee Bodkin followed up on the cyber issue the Village had recently to address our cyber security as a municipality. He sent Tom Grabowski the questionnaire from NYMIR for his completion and invited Mr. Grabowski to speak to the Board this evening.

Tom Grabowski from StoredTech talked to the Board about the importance of cyber security. He stated that new I.T. audits are being conducted by the Controller's Office to verify policies and procedures are in place. He talked about a product that can protect the Village; P.I.I.P. Personal Identity Protect.

1st it provides a written information security plan

2nd it provides annual cyber risk assessment

3rd it provides securing information

There is a one hour video training on an annual basis for all employees. This program has the ability to send "test" emails to employees to create continual security awareness. The cost for this service is \$119 per month.

9. Computer Upgrades

Trustee Bodkin reported that he reached out to StoredTech regarding upgrades to Village computers. StoredTech provided him with list of computers in need of upgrades.

Tom Grabowski from StoredTech said that Microsoft is no longer issuing security updates on machines that are using Windows 7. Security patches are no longer available so the Village does need to address the computers that have Windows 7 operating system.

Stored Tech recommends replacing 3 computers, adding memory and new operating system on 4 computers and installing new operating system on 2 other computers. It runs about 3 hours of time to clear each computer, install the operating system and reinstall software and files. The quote for these upgrades is \$9,206.93.

StoredTech recommends clients go to Microsoft Office 365 from the G Suite because they are more confident in the security with Office 365. Tom distributed a quote for the Village to move to Office 365. The quote for Office 365 is \$4,000.00.

Everything quoted from Dell is on state contract except for the Quip machine.

10. Criminal Justice Reform Resolution

Mayor Gutheil received an email from NYCOM with a sample resolution regarding criminal justice reforms.

Motion by Trustee Carota to adopt this resolution. Seconded by Trustee Orlow. All were in favor. None opposed. Trustee Girard abstained. Motion carried.

11. January Public Safety, Public Works & Animal Control Reports

Motion by Trustee Girard to receive and file the January Public Safety, Public Works and Animal Control reports. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

12. AmeriPride Contract

Mayor Gutheil said T.J. Chagnon has received a proposal from AmeriPride for linen services at the DPW garage that will save the Village approximately \$400 per year.

Motion by Trustee Girard to authorize Mayor Gutheil to sign the AmeriPride proposal subject to counsel's approval. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

13. Planning Board Chair

Mayor Gutheil spoke to John Hoey, Al Chapman, Keith Comstock and Doug Clingen about the open chair position. Al Chapman is willing to act as Chair. The Board agreed to appoint Al Chapman as Planning Board Chair.

Trustee Bodkin reported that all Planning Board members attended the Planning & Zoning Conference today but only one Zoning Board member attended. Those who didn't attend still need the required training.

In regards to the Code Enforcement Officer position; Trustee Bodkin talked to Mark Shachner at the Planning and Zoning Conference and he said by state statute we have to have someone to make these decisions.

Trustee Girard said the Board previously agreed to 10 to 20 hours per week at a rate of \$20 to \$30 per hour pay for the Code Enforcement Officer. Trustee Girard would like to suggest that the Village use Glens Falls or Queensbury during this time until we have someone hired in this position.

Mayor Gutheil met with Assembly Woman Warner last week and she said she can't present it that way, with all positions of the Village, and she will need a list. The Board agreed to expand the residency requirement for Code Enforcement Officer, Building Inspector, Clerk Treasurer, Deputy Clerk, Deputy Treasurer, Water Plant Operator, MEOA and Laborer.

14. 2020 Census

Mayor Gutheil said he has received a census to complete that requires his certification of the corporate lines.

Motion by Trustee Girard to authorize Mayor Gutheil to sign the census subject to counsel's recommendations. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

15. NYMIR

Motion by Trustee Girard to extend the NYMIR policies for 1 month. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

16. Water Project

Mayor Gutheil said there is nothing to report here.

17. Sewer Project

Mayor Gutheil said there is nothing to report here.

18. CDBG Haviland & Wilson

Mayor Gutheil and T.J. Chagnon have participated in the mandatory webinars to date. Mayor Gutheil said the 30-day comment period is over on Monday February 10th. The Village may have to hire a consultant to help with all this work.

19. Trustee Reports

Trustee Girard asked T.J. Chagnon to keep the Board informed on the low level alarm at the First Street Pump Station. T.J. Chagnon believes the settings are wrong.

T.J. Chagnon reported they pulled out about 100 lbs. of rags out of Leland Street pump station today. Trustee Girard asked Attorney Bartkowski if we could give notices to that area about this problem. She said that we could.

Trustee Bodkin reported on the Memorial Day parade. He has a confirmation from the bag pipers and the High School band but the Middle School band can't attend because they are short instruments. Bag pipers cost \$1,000 and the school bands are between \$300 and \$400. Mayor Gutheil would like to see more bands participate.

20. Mayors Report

Mayor Gutheil reported that the LDC met on Monday night and that he isn't sure of the role the Village plays with LDC.

Trustee Orlow said the Mayor of the Village is the liaison to the LDC but it is an entirely separate organization. They had an organizational meeting on Monday.

Mayor Gutheil has received the agreements back on confined spaces.

He has received phone calls regarding bedbugs again and wants to be sure the Village is doing all that they can.

There is an Arbor Day grant available.

Trustee Bodkin said he will be receiving information on available trees.

Mayor Gutheil said minimum wage has gone up and they can discuss in executive session.

Motion by Trustee Girard at 9:10 pm to enter into Executive Session to discuss the CSEA grievance, wages and negotiations. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Executive Session

Motion by Trustee Orlow at 9:42 pm to adjourn Executive Session and reopen the public meeting. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

No action taken in executive session.

Motion by Trustee Carota to grant the CSEA request for the extension of time for Step 4 of the grievance at issue thru February 28th. Seconded by Trustee Orlow. Trustees Carota, Trustee Orlow and Trustee Bodkin voted yes and Trustee Girard voted no. Motion carried 3-1.

Motion by Trustee Orlow to pay all personnel by minimum wage standards. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Mayor Report Continuation:

Mayor Gutheil reported that the Board asked T.J. Chagnon to compare prices with O'Reilly's and he has. He said they are just no way competitive and brought the Mayor a quote.

Trustee Bodkin brought all of November's bills over to O'Reilly's and had them do a cost analysis which was distributed to the Board. When they compared item to item some things were higher, some things were lower and at the end the Village would have saved \$33.88 if shopping exclusively at O'Reillys. Trustee Bodkin suggests buying some items from O'Reillys and some items that are cheaper at Napa. One item in particular is 63% higher at O'Reilly's so purchase this at Napa instead. The Board agreed to save money by shopping multiple places.

Senator Jordan has reached out to the Village about becoming a Purple Heart Community. Will add this to the agenda for the next meeting.

Mayor Gutheil received a letter from Mark Schachner of Miller Mannix notifying us that their hourly rates have been adjusted for \$220 for 2020 and \$225 for 2021. Board is fine with these rates. Will add this to the agenda for the next meeting.

T.J. Chagnon had given Mayor Gutheil a sample work schedule for hourly weekend schedule for the Water Plant. Mayor Gutheil will distribute to the Board and will discuss at the next meeting.

Mayor Gutheil attended the Greater Glens Falls Transit meeting and has notes if anyone would care to see them. The ridership was 225,000 for the Greater Glens Falls route.

Mayor Gutheil and T.J. Chagnon spent time with a NYMIR representative to do an insurance risk assessment of the Village. He pointed out a few things that they need to address. Mayor Gutheil will type up his notes and distribute them to the Board.

Trustee Bodkin asked for a copy of his full report/assessment of the Village. Mayor Gutheil hasn't received report but did receive information on courses which he distributed to the Board.

Mayor Gutheil received a check from NYMIR for \$1,036.54 for return on capitalization.

Motion by Trustee Bodkin at 9:56 pm to adjourn the meeting. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Meeting Adjourned at 9:56 pm.