

Welcome Public

Mayor Gutheil asked all to stand for the Pledge of Allegiance

ORGANIZATIONAL MEETING

7:00 pm

April 15, 2019

Minutes

Attendance

Mayor Gutheil
Trustee Bodkin
Trustee Carota
Trustee Girard

Trustee Orlow
Highway Maintenance Supervisor Chagnon
Clerk Treasurer Kelleher
Attorney Bartkowski

Public Forum

1. Approve Minutes April 1, 2020

Motion by Trustee Orlow to approve the minutes for April 1, 2020. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

2. Set Future Meetings – None.

3. Transfers:

Transfer \$1,555.00 from A1440.402 Bldg Insp Conf. A7989.400 Code Book Contractual

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

4. Approve Bills

Mayor Gutheil pulled the Richard Sears bill because the bill was for 2 trees. Will clarify with them and put in for payment next meeting.

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

5. March Financial Statements

Motion by Trustee Orlow to receive and file the March 2020 financial statements. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

6. Tentative Budget

Mayor Gutheil stated since we just had the budget hearing they can now act on the 2020/2021 budget. Have made the changes on the Sewer Fund revenue budget as previously discussed.

Mayor Gutheil received an updated budget from the engineer today and should create a water capital budget and a sewer capital budget.

The total on the water projects is \$3,619,560 combining the water tank, water main replacement, work on Haviland and Wilson and carbon filtration.

The total on the sewer project is \$1,962,500 for work on the pump station, lining sewer pipes, replacement and repair of sewer lines.

Trustee Girard noted that for the water projects they would have to back out the CDBG off of that number and then the Village is responsible for 40%. On the sewer project the Village is responsible for 75% of this cost.

Mayor Gutheil said both WIIA grants money would be a revenue. Total is the gross amount spent minus any grant money received.

The contingency account in the sewer fund was reduced.

Trustee Girard said if they set up a capital reserve fund and put money in then they have to use it for only that purpose. This would mean the money is set aside and can't be spent for anything else.

Trustee Bodkin feels it is important to see where all the fuel costs are going and that they should allocate the money appropriately.

T.J. Chagnon said they set up the gas account for the water department already.

Trustee Girard stated he has been asking for this breakdown for 7 years. We already know the information because they all have separate keys. Just rearranging so you know how much each department is spending.

Mayor Gutheil said they have to adopt the budget by May 1st and asked if the Board would like to schedule a special meeting to adopt the budget.

T.J. Chagnon said the police department gas use is approximately \$8,500 per year.

Trustee Bodkin said A1450.400 Elections only has \$500 budgeted and we have an election next year. All agree to add \$2,000 more to Elections and add \$2,000 more to appropriated fund balance.

Trustee Bodkin asked if we were going to take into consideration the police computers next year. Mayor Gutheil said he thought they were buying them this year. Trustee Orlow would support buying them this year.

Trustee Girard said we normally get around \$60,000 per month in sales tax but he feels this will be cut quite a bit; possibly as high as 10 or 20% less.

Mayor Gutheil agrees and feels the numbers will come in low and we need to tighten the budget. He doesn't feel the economy is going to come back quick.

We have \$61,379.85 left in contingency and the estimate for the police computers are approximately \$10,000 -\$12,000 depending on which way they decide to go.

Trustee Girard suggested purchasing this year because next year is going to be worse.

Mayor Gutheil agrees to take out of this year's budget and not next year.

Trustee Bodkin said the 2 car computers would be the priority.

All agree to:

Increase A1450.400 Elections by \$2,000 to \$2,500.

Decrease A1640.403 DPW Gas by \$6,000 to \$30,000

Add \$6,000 to A3120.403 Gas Police Department

Appropriated fund balance will be \$153,202.00 (increase of \$2,000) for a grand total of \$2,867,507.

Motion by Trustee Girard to make the changes discussed to the tentative budget and adopt this budget. Seconded by Trustee Orlow. Trustee Carota voted yes. Trustee Bodkin voted no. Motion carried.

Mayor Gutheil asked if anyone would care to comment and Trustee Bodkin said that he is not comfortable with this budget and how much they are dipping into fund balance. Mayor Gutheil said they could have had a discussion in budget workshops.

Trustee Girard said we adopted this budget but he would be surprised if they don't need to amend the budget based on issues happening with the virus. He would highly recommend setting up a committee to review the budget on a quarterly basis. Mayor Gutheil agrees and thinks it should be monitored monthly.

Mayor Gutheil noted he added to the unemployment budget because we don't know what is coming and if layoffs will happen. If things look better during the year we can amend the budget.

7. Hach Contract

T.J. Chagnon reported an increase of \$9 from last year.

Attorney Bartkowski said the changes have to do with the addendum.

Motion by Trustee Girard to authorize Mayor Gutheil to sign this contract with attorney's approval. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

8. Appoint Deputy Mayor

Mayor Gutheil appointed Timothy Carota as Deputy Mayor.

9. Appoint Registrar

Mayor Gutheil appointed Shannon Kelleher Registrar of Vital Statistics retroactive to 4/1/20 with a one year term.

10. Code of Ethics

Approving as presented with one change on the 2nd page so it is gender neutral. On the second page change from he to he or she.

11. Official Undertaking

Mayor Gutheil said this is the same as the amounts as covered by our insurance policy.

12. Official Newspaper

The Board of Trustees designated The Post Star as the official newspaper for the Village of South Glens Falls.

13. Set Regular Meetings and Times

The Board of Trustees set the regular Board Meetings for the 1st and 3rd Wednesday of every month at 7:00 p.m. at Village Hall or teleconference meeting.

14. Set Next Year's Organizational Meeting Date

The Board of Trustees agreed to schedule next years Organizational Meeting for April 5, 2021 at noon at the Village office.

Motion by Trustee Orlow to approve agenda items #8 through #14. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

15. Advanced Approval of Claims

Mayor Gutheil stated that this is something the Board approves every year to allow the Clerks office to prepay certain bills before the warrant. Agreed to readopt without changes.

16. Procurement Policy

Mayor Gutheil suggested taking out the last line of the procurement policy on page 11.

17. Mileage Allowance

Mayor Gutheil suggested changing the language in Section 1 to read – That the board of trustees will approve reimbursement to such officers and employees at the IRS business rate per mile at the time of the event. All agreed.

18. Bank Depository(s) Check Signing Authority

Add the names of institutions in Section 1 on page 13; TD Bank & Glens Falls National.

19. Investment Policy

Mayor Gutheil recommends changing the maximum amount to \$3,500,000.

20. Schedule of Fees

Agreed to adopt as is with the updated sewer rate changes.

Motion by Trustee Girard to approve agenda items #15 through #20. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

21. Annual Storm Water Report – Page 22

T.J. Chagnon said the coalition can't meet because of the virus. He has done a draft report and needs a resolution from the Board authorizing the Mayor to sign. Viewing by public is available for 30 days.

Motion by Trustee Girard to authorize Mayor Gutheil to sign the Annual Storm Water report. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

22. WIIA Water Project/CDBG

Mayor Gutheil had a meeting yesterday with the engineer, Trustee Bodkin and several people from Delaware Engineering.

The drawings for the water projects are at Village Hall and Mayor Gutheil encouraged everyone to review the drawings.

Trustee Bodkin questioned how close to the river the carbon filtration was supposed to be.

Discussion on backflow discharges and about a tie in to the sewer up by the highway garage.

Trustee Bodkin clarified that the building was 35 feet tall and tanks are 12 feet diameter. We need to back wash once a month; 3'– 4' force main may be needed to handle flow. Have to pay .25 cents per lb. for prewash instead of using the back wash. 800 ft. directional drill 40k. We cannot discharge into any other space without SPEDDS permits and headaches. Our existing plant doesn't have water to waste line which they normally have. 150 lbs. PSI on the tank (2 tanks approximately \$400K).

There are some underground pipes where they are looking to put the building. T.J. Chagnon said that is just a marking of their septic tank.

Power lines run through the space and will be very close to the riverbank itself.

By putting in the 2 tanks, one can continue to filter the water while the carbon media is being changed in the other. The two tanks would be 7,500 gallon tanks. Slab should be 30x40 and 12" inches thick and each tank dry weighs 80K lbs.

Trustee Bodkin asked will using the water filtration system change the time we change the filters? T.J. Chagnon said no. DOH has told them they have to be changed once per year.

Trustee Girard asked why wouldn't they put it on the other side. Are they better off putting this in a different space because of what might happen in the future since the location is so close to the river?

Mayor Gutheil said he hasn't looked at the drawings yet.

23. Sewer Project

The bid has gone out on the sewer project.

Trustee Girard doesn't see them getting the carbon system done until 2021 at the earliest.

Trustee Bodkin noted Robert Flores said it would be about 8 months from time to bid to completion.

Bid on water tank – Attorney Bartkowski did an initial draft and now she is looking at the language in the contract. Attorney Bartkowski said she made some suggestive changes. She thinks there may be some duplication in there. (COVID 19 executive orders)

Trustee Girard understands that any projects the government is doing is considered essential and will be moving forward.

Attorney Bartkowski agrees and said this is part of the Village's infrastructure and should be allowed to proceed. She is trying to provide coverage so if the work gets stopped the Village isn't responsible. She will have revisions to present to the contractors attorney in the next couple of days.

24. Trustees Reports

Trustee Girard has received calls from a couple of tax payers wanting to put in complaints and they say there is no answer at the office when they call. He recommends putting the complaint form on the website. All agree this is a good idea.

There was a discussion about the Governor's executive orders and compliance.

Trustee Bodkin talked to one of the sergeants and he said they had everything but the gowns.

Mayor Gutheil has told everyone to let him know if they need anything.

Trustee Carota said the police department has N95 masks and they can be washed. Trustee Girard said you can sanitize the N95 masks with hand sanitizer.

25. Mayors Report

Mayor Gutheil is keeping the committees the same as last year.

One of the executive orders said the teleconference meetings need to be transcribed and asked the Board how they want to deal with this. He asked if Go to Meeting has an option to transcribe what you record.

Trustee Bodkin will check with Go to Meeting to see if they provide a typed copy. Mayor Gutheil said if they don't then they need to have someone transcribe.

There was a discussion on enforcement regarding the corona virus. The State and Attorney General's office is asking for help from municipalities to enforce. Mayor Gutheil sent the police the executive order and will have them continue to enforce these orders.

Trustee Girard asked about the food truck at Common Roots. They never got a permit for \$500. Can we send Matt French out to check on this? Mayor Gutheil said yes and he will have Matt go out to check. Attorney Bartkowski said there is more needed, the bond, \$500 fee and driver's license information.

Executive Order 202.17 says anyone over the age of 2 be required to cover their nose and mouth when in a public place. This is effective 8pm Friday.

Mayor Gutheil wants to post all executive orders on the website.

Mayor Gutheil has talked to the attorney about the CSEA contract. The attorney has done a memo that he will share with the Board. Communicate with the union that they are dealing with the virus and will get back to them as soon as they can. Attorney Paltrowitz will review the contract.

Public Forum - none.

Motion by Trustee Orlow at 8:48pm to adjourn the meeting. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Meeting adjourned at 8:48 pm.