

**Welcome Public**

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

PUBLIC MEETING

7:00 PM

MAY 6, 2020

MAYOR HARRY G. GUTHEIL JR. PRESIDING

Minutes

**Attendance:**

Mayor Gutheil	Attorney Bartkowski
Trustee Bodkin	Highway Maintenance Supervisor Chagnon
Trustee Carota	Clerk Treasurer Kelleher
Trustee Girard	
Trustee Orlow	

**Public Forum**

1. Approve minutes from April 15<sup>th</sup>  
 Mayor Gutheil has 2 changes. On Page 5 change 12 feet tall to 12 feet diameter and replace speedy with SPEDDS.

Motion by Trustee Orlow to approve the minutes for April 15, 2020 with the two changes. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

2. Set Future Meetings  
 Mayor Gutheil said there is a Water Meeting with CDBG and the engineers on the 2<sup>nd</sup> Tuesday of the month.
3. Transfers  
 Transfer \$250 from A1362.400 Ads Contractual to A1325.401 CT Service Equipment  
 Transfer \$210 from A1640.408 DPW Office Supplies to A1640.404 DPW Telephone  
 Transfer \$5,000 from A3120.103 PD P.S. PT Officers to A3120.101 Police P.S. Overtime  
 Transfer \$394.99 from A3120.404 PD C.E. Commun. Repairs to A3120.400 PD Misc. Supplies  
 Transfer \$251.04 from A3120.411 PD C.E. Equip. Maint. to A3120.402 PD C.E. Training  
 Transfer \$27,738 from A5142.100 Snow Removal P.S. to A5110.100 Street Maintenance P.S.  
 Transfer \$2,122 from A5142.800 Snow Removal FICA/Med to A5110.800 St Maint FICA/Med  
 Transfer \$2,000 from A5142.100 Snow Removal P.S. to A8170.100 Street Cleaning P.S.  
 Transfer \$153 from A5142.800 Snow Removal FICA/Med to A8170.800 St. Clean FICA/Med  
 Transfer \$250 from FX8320.408 Water Plant Internet to FX8320.405 Water Pump Misc.

Motion by Trustee Girard to approve the 10 transfers. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

4. Approve Bills

Mayor Gutheil said the Sears Tree voucher is not in the warrant. The voucher is for \$3,000 for a tree up by Leland and Henry. Mayor Gutheil has looked at it and it does appear to be a separation. Trustee Girard agrees that it looks like it was two trees. Trustee Orlow agrees.

Motion by Trustee Girard to approve bills as audited and do a separate warrant to pay the Sears tree invoice. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

5. Supplemental Certificate Water Project

Mayor Gutheil has some concerns and would like to put this off until the next meeting and talk to the engineers in between. His concerns are in the carbon filtration part and their revised budget. Mayor Gutheil encouraged everyone to look at this.

6. Revised Water Sewer Warrant

Mayor Gutheil said the new warrant is down approximately \$71,000. He will have to go back through his budget since he used the original warrant numbers.

Motion by Trustee Bodkin to approve the revised Spring Water Sewer Warrant. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

7. New Hire Police Department

Trustee Bodkin asked if the applicant has any prior police experience. Mayor Gutheil read a memo from Chief Judd requesting the Boards permission to hire a new part time officer that has two years' experience.

Motion by Trustee Orlow to approve hiring Matthew R. Secor as a part time police officer. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

8. Insurance Binder

Mayor Gutheil stated he had forwarded Rick Leonelli's email with the insurance policy to the Board. The Board agrees with the policy as written.

Motion by Trustee Girard to accept the insurance policy as sent. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

9. April Public Safety, Public Works and Animal Control Reports

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

## 10. Capital Projects Budgets

Mayor Gutheil said they are at the point where they will be writing checks on these projects and need a capital budget. He has nothing to go by other than what the engineers have put together. Mayor Gutheil read the current budget submitted by Delaware Engineers.

### **Water Project:**

WIIA Grant = \$1,620,000

CDBG Grant = \$919,560

DWSRF Loan = \$1,080,000

Water project total is \$3,619,560 for Haviland & Wilson, Carbon Filtration & Water Tank

- PFOA/S \$1,000,000
- Water Tank \$1,355,500
- Water Main \$919,560
- Contingency \$98,800
- Engineering \$245,700

### **Sewer Project:**

WIIA Grant = \$492,500

CWSRF Loan = \$1,470,000

Sewer project total is \$1,962,500

- Pump Station \$875,000
- Infiltration Inflow \$800,000
- Contingency \$20,300
- Engineering \$232,200
- Legal \$35,000

Total South Glens Falls Projects = \$5,582,060 with a total grant funding of \$3,032,060.

Trustee Girard said he would be willing to work with Mayor Gutheil to set up the budget and have it ready for the next Board meeting. Mayor Gutheil said they will pull something together and email it to the Board prior to the next meeting.

## 11. Water and Tax Billing Penalties

Mayor Gutheil said he has had a couple of requests about waiving late payments on water bills and taxes. He has received an email from NYCOM regarding taxes and it would be nice to help people going through a difficult time.

**Water and Sewer Rents:** Trustee Bodkin feels strongly that there are a lot of people out there struggling and if the Board can waive the penalty that would be great. He suggested having them submit a written request for the waiver.

Attorney Bartkowski said you can't postpone the actual bill for water and sewer but you do have the ability to waive the penalty. You just have to make an amendment to the emergency declaration.

Trustee Bodkin said it would be nice to waive the penalty for this billing cycle. The Board agreed but the resident must request the waiver in writing.

Motion by Trustee Bodkin in the interest of the emergency declaration made for Covid-19 that they waive the penalty and interest associated with the water and sewer spring billing cycle 2020. Seconded by Trustee Orlow. Further discussion and clarification followed.

Motion withdrawn by Trustee Bodkin. Trustee Orlow agreed.

Motion by Trustee Bodkin to waive penalty and interest payments on water and sewer bills for the spring 2020 billing cycle provided that the request for waiver is made in writing by the taxpayer. This motion will be part of an amended declaration. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

**Taxes:** Mayor Gutheil has an email from Barbara Van Epps with a memo from NYCOM. It states that Villages and Towns do not have the legal authority to waive penalty or interest on taxes. Only the Governor can do this and then it is only a 21 day extension to pay. The Board agreed the Village should request an extension. Mayor Gutheil will make this request to the Governor and talk to NYCOM about changing the bills.

Motion by Trustee Bodkin to authorize Mayor Gutheil to do the request for extension to the Governor. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Attorney Bartkowski offered to write the request for Mayor Gutheil. Trustee Bodkin suggested noting in the request that we haven't had the metrics to open up business yet.

#### 12. Corona Virus Cases Village and Town

Mayor Gutheil emailed the Board the corona virus dashboard showing the total positive confirmed cases. As of yesterday there were 364 active positive cases in the County, 13 in the Town and 5 in the Village.

#### 13. Water Supply Permit Application

Motion by Trustee Bodkin to authorize Mayor Gutheil to sign the permit and any necessary forms to bring the new well on line. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried

#### 14. Town Water Purchase Contract

The Town checked with their engineer and they have a few concerns. They have offered to do a 6 months water contract with the Village. Attorney Bartkowski stated she believes they are going to build a 6 month renewal in to the contract.

Motion by Trustee Girard to authorize Mayor Gutheil to sign the 6 month contract with the Town of Moreau with a 6 month renewal built in to the contract. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried

15. Potential Loss of Revenues/How to prepare for it

Mayor Gutheil sent letters out to department heads asking them to review their budgets for potential changes if necessary. How long do you wait to find out how bad it is going to be?

Trustee Girard suggests the Board work with Mayor Gutheil and will have something for the next Board meeting executive session.

Mayor Gutheil has talked to T.J. Chagnon on his workforce and the possibility of them doing some of the planned work in an effort to cut costs.

16. WIIA Water Project

Mayor Gutheil said that Attorney Bartkowski spent some time with the engineer and attorney on the Notice of Award. The contractor has agreed and signed the Notice of Award and contract. Attorney Bartkowski said they don't have any idea just yet what the start date is. The contractor has 10 days to submit a schedule.

17. WIIA Sewer Project

Opening bids on 5/14 on the Infiltration Inflow project. Contract documents say sewer improvements. There will be one more addenda for changes before that time. We could do force work ourselves.

Specs and drawings are at the office to do the sewer pump upgrades. This will be in 2 contracts. Contract 3G is for general and contract 3E is for electrical. Mayor Gutheil has expressed some concerns with the engineer because there was a discussion about keeping the generator separate.

The bulk of the work is done with the exception of the carbon filtration and Mayor Gutheil would like a discussion in executive session on this.

18. CDBG Project – No report.

19. Trustee Reports – None.

20. Mayors Report

Announcement that they will be giving out masks and hand sanitizer at the Moreau Town Hall at 10am tomorrow. Quantities are based on the number of people in the car.

Unfinished business:

1) Police Computers. Mayor Gutheil talked with Chief Judd. He is waiting to hear back.

- 2) Police Department Roof. Mayor Gutheil said we will put it to Buildings and Grounds Committee for a recommendation.
- 3) Peddlers Permit – Mayor Gutheil noticed another food truck this morning across from Advanced Auto. Trustee Girard said if food trucks are going to be in the village then they should charge \$300 for 14 days and if they are going to be there longer then charge them another \$300 for the next 14 days. Trustee Girard would like to see people use restaurant take out before food trucks come in and take business away from them.

Village code says 14 days per calendar year for peddlers. Food trucks are considered transient merchants and the fee is \$500.

Confined space issue at William Street and Route 32. T.J. Chagnon reported that CSEA said they will let him know when they can come in and do the free training. Mayor Gutheil asked T.J. Chagnon to see what all the options are and report back next meeting.

Mayor Gutheil said due to the financial situation he recommends they don't do Spring Planting this year. Trustee Girard agrees.

Trustee Bodkin suggested a flower bed community garden down by the gazebo. Trustee Orlow would support this. No objection to volunteers doing some planting. They would have to maintain social distancing and wear masks.

Mayor Gutheil said we have to open separate bank accounts for the grant funding. Motion by Trustee Girard authorizing the Clerk Treasurer to open up separate bank accounts for any grant funding projects and authorize Mayor Gutheil and the Clerk Treasurer to sign the bank forms. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Mayor Gutheil said the Estabrook project is still pending and Trustee Bodkin has offered to help the Planning Board do a virtual meeting to keep his project going.

Trustee Bodkin stated that at the March 11th Planning Board meeting there was a motion to schedule a public hearing for the Estabrook subdivision for April 8th.

Attorney Bartkowski said the Board would need to amend the emergency declaration to allow both Boards to meet this way.

Mayor Gutheil will contact the Planning Board Chair to discuss. We will need to place a legal ad with the call in information for a public hearing.

Trustee Bodkin asked Mayor Gutheil if he was any closer to hiring Code Enforcement Officer. Mayor Gutheil said he will give an update in executive session.

Trustee Girard suggested sending an email to the chairman notifying him that this is what they would like him to do and have him get back to them before the next meeting.

Motion by Trustee Orlow to amend the emergency declaration to permit the Planning Board and Zoning Board to meet via virtual meeting, if the Chairs choose to and have the ability to, until the executive order is lifted. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Mayor Gutheil received a request from Kelly Stevens to put up an 18x18 sign at Village Hall that said be a parent not a bartender. Trustee Bodkin said that she later replied that they decided not to place signs at this time but will resume the campaign in the future.

There is a tree on Haviland that is a public safety concern. T.J. Chagnon said it is dropping some pretty good size limbs. Trustee Girard said we will have to take money out of contingency to do this but it is necessary if this is for public safety. All Trustees are in favor to address this now if it is unsafe.

Mayor Gutheil did get mortgage tax report of \$26,146 for Town of Moreau this month.

Mayor Gutheil did receive the village audit.

Mayor Gutheil received a bill from The LA Group in the amount of \$2,280.25 for services from 3/13 through 4/3. Trustee Bodkin said there was a substantial amount of work when The LA Group first came on board. Trustee Girard said he thinks this would be more incentive to hire a Code Enforcement Officer.

Motion by Trustee Bodkin at 8:30 pm to enter Executive Session to discuss a particular unnamed person(s) employment history, CSEA negotiation and contract negotiations. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Motion by Trustee Orlow at 9:12 pm to end Executive Session and reopen regular meeting. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

**Executive Session** – No action taken.

Motion by Trustee Girard at 9:16 pm to adjourn the meeting. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Meeting adjourned at 9:16 pm.