

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY12803

March 16, 2022

6:00 PM

Village Board Meeting

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

Trustee Gutheil
Mayor Bodkin
Trustee Carota
Alan Dubois
Attorney Paltrowitz
518-798-3523
856-668-6794

Trustee Orlow
Trustee Girard
Samantha Berg
Bill
Brian Cook
518-415-7363
518-469-1268

Public Forum 7:00 pm.

1. Motion #031622-1 to enter Executive Session at 6:00 PM for the following items. Executive Session Items: CSEA, PBA, Open Items: Moss Estate, Glen Gate Plaza, COVID Policy, Accounting/Audit, Performance of an unnamed person or persons, World Wide Update, Peddlers permit application, Foil Request, Bond counsel discussion. Trustee Orlow motions, Trustee Girard seconds. All in favor. Motion passes. Attorney Paltrowitz will be in the executive session.
2. Motion #031622-2 to adjourn Executive Session with no action taken and reopen public session. Trustee Orlow motions. Trustee Girard seconds. All in favor. Motion passes.
3. **Public Discussion:** Brian Cook- is concerned about speeding on Main St and also four wheelers driving on the road. Brian Cook wishes for a crossing guard to be placed on the corner of Main St and Harrison Ave. The Chief states they will have some policemen radar this area and have them present when school is opening and closing. Public forum is closed.

4. **WIIA Water Project:**
 - a. **Water Tank Update:** Anthony stated the as-built were delivered on March 10th. The 17th there will be a meeting with the contractor who asked for a status update on the Department of Labor project review. An invitation was sent to department heads if they wish to attend.
 - b. **Carbon Filtration Project:** Updated short term financing needed to cover the balance of the projected budget and request for increase in long term financing from EFC. This item has been tabled.

WIIA Sewer Project, Update:

 - a. **Sewer I&I Update:** KPI Repairs will be made in April/May and liability agreement is in place. Anthony stated they delivered 1st street pump as-built drawings. Anthony wants to have a water/sewer meeting and have the DPW present. Trustee Girard does not want to conduct the meeting. Trustee Gutheil wants the budget to be revised and does not agree with the force accounts. Anthony provided the figures from the vendors to the board for suggested bid amounts. Anthony's 2 Million dollar figure came from information from the vendors. To get more accurate numbers we will need to go to bid.
5. **CBDG (Wilson and Haviland Ave) Project:**

Project close out update- all payments to contractors have been made and we are currently organizing files for future review and compliance purposes. Anthony stated this has still not been signed and needs to be finalized with the contract amount. They will then give it to the Department of Labor. The last pay application should not be paid until the Department of Labor says to do so.
6. **GIGP Update (Water Meters), Update:**
 - a. Project Approval Update from GIGP/EFC: No approval yet. If so, The Village is prepared to go to bid, however the water/sewer committee wanted to revisit the quantities for all the bid items before going out to bid. Trustee Gutheil wants a hard copy of the specs to be available in the office. Trustee Gutheil also wants to know why there are shut offs on both sides, Anthony states they will try to just have one valve to save money. Trustee Gutheil wants to know what is cheaper than the AMI system. Anthony said other options are not currently in production. Trustee Gutheil is concerned with the range of day the workers will be working.
7. **GAC project:** Anthony stated there is no signed contract for 1G we only have 1E. Needs to resolve National Grid utility relocation. Attorney Bartkowski made contact with them and the personnel in charge has not been available. The electrical contract is ready but the general is not.
8. **New Business:** None.

9. **Old Business:**

- A. Trustee Gutheil wants minutes of meetings posted to the website. Motion #031622-3 to create an agreement with a temp agency to complete past minutes. Trustee Gutheil motions, Trustee Orlow seconds. Mayor votes no, rest in favor. Motion passes.

Discussion: The Mayor wants to know where this will come out of the budget. Trustee Orlow suggests the payroll money that is not being used due to the office being understaffed. Attorney Bartkowski stated a deputy can perform these duties. There are no candidates for Clerk Treasurer at this time. Trustee Girard wants to go to a recruiter and place an ad in the Post Star.

- B. Motion #031622-4 to place an ad or ads not exceeding \$300 from the Clerk Treasurer account. Trustee Gutheil motions. Trustee Orlow seconds. All in favor. Motion passes.
- C. Motion #031622-5 to transfer advertisement money from the Clerk Treasurer 1325-100 to advertisement A1325.300. Trustee Gutheil motions. Trustee Orlow seconds. All in favor. Motion passes.

10. **Transfers:**

- A. From A 1325.409
To A 1325.405
Amount: \$121.36
- B. From A 1640.10
To A 1640.404
Amount: \$70.79
- C. From A 3120.412
To A 3120.405
Amount: \$87.79
- D. From A 3410.404
To A 3410.403
Amount: \$1365.00
- E. From A 1990.400
To A 7110.405
Amount: \$31.49
- F. From A 1990.400
To A 8010.400
Amount: \$13.53

G. From FX 1990.400
To FX 8320.401
Amount: \$4307.23

H. From FX 1990.400
To FX 8320.406
Amount: \$472.44

I. From G 8130.404
To G 8130.403
Amount: \$52.17

Discussion: Trustee Gutheil will vote no until the amount is corrected in the telephone accounts, he believes it was not budgeted for. Trustee Girard wants the transfers read into the record. Trustee Gutheil believes OSC will want us to exhaust the accounts before going to contingency.

Motion #031622-6 to approve the transfers as presented. Trustee Girard motions. Trustee Orlow seconds. Trustee Gutheil votes no, rest in favor. Motion passes.

11. Motion #031622-7 to approve bills as audited. Trustee Girard motions. Trustee Orlow seconds. All in favor. Motion passes.
12. Please note that the unnamed individual appointed to the Village Clerk Treasurer position on 5/3/22 was rejected by the applicant and the position remains vacant.
13. Please welcome Jamie Johnson as the Village Deputy Clerk Treasurer at the hourly rate of \$18.75 an hour.
14. Motion #031622-8 to approve Deputy Clerk Jamie Johnson, as signatory on all bank accounts. The Mayor motions. Trustee Girard seconds. All in favor. Motion passes. Trustee Gutheil asks if the background check is good and it was.
15. Motion #031622-9 to appoint Deputy Clerk Jamie Johnson, as Deputy Registrar of Vital Statistics. Trustee Girard motions. Trustee Carota seconds. All in favor. Motion passes.
16. Motion #031622-10 to hire 2 part time Police Officers as submitted by Chief Gifford subject to background check. Trustee Orlow motions. Trustee Gutheil seconds. All in favor. Motion passes.
17. Motion #031622-11 to purchase equipment for 2 part time officers from account 3120-0215, 3120-0216, and 3120-0411 in the amount \$1,440.00. Trustee Orlow motions.

Trustee Carota seconds. All in favor. Motion passes.

We did not accept the lowest bid due to not being provided a time of arrival. Chief Gifford will go through SGF Tactical to get the equipment quickly. Jurek had the lowest bid.

18. Motion #031622-12 to Engage FAZ as Forensic Accounting firm to help resolve data entry concerns up to Phase 1 for years 18'-19' \$3,800-\$6,300 and phase 2 \$4,300-\$9,500. Trustee Girard motions. The Mayor seconds. Trustee Orlow and Gutheil abstain, rest in favor. Motion passes.

Discussion: Two different proposals were given to the Board. The money will come from a \$16,000 fund is available. The new auditors have brought up several items of concerns. The Board is concerned they were not involved in the interview. The Mayor wants to at least initiate phase 1 with FAZ. \$9,000 to give the auditors, \$6,000 A1320-100, \$3,000 A1320-400. Phase 1 will split our funds into three accounts; general, water, and sewer. Trustee Girard requests the auditors interview the Board.

19. Motion #031622-13 to open up the water and sewer checking accounts and starting as soon as possible to put funds into their separate accounts. Trustee Girard motions. Trustee Orlow seconds. All in favor. Motion passes.

20. Motion #031622-14 to approve Common Roots Foundation Park Request. Trustee Gutheil motions. Trustee Girard seconds. All in favor. Motion passes.

21. **DPW phone line/alarm:** There has been an issue with the copper lines not working properly. \$300 for Magna 5 to replace it in addition to \$58.00 a month. The Mayor is working with Verizon to replace it also. TJ wants to get the alarm fixed before also working on the phone line. The Board supports. The Mayor emailed Magna 5.

22. **RFP-Trash services, Engineering and IT Services:** Tabled.

Trustee Girard looked at engineering and just needs dates fixed on it.

23. **Purchase Vs Lease of New Sweeper Vac Truck:** TJ currently has estimates and can get more accurate numbers. He also has a credit application that upon finish will give us a better estimate. Trustee Gutheil is not interested in the lease. Trustee Girard is wondering if there are other types of equipment to purchase. TJ has a unit coming they will have a demo with. The Mayor and Trustee Orlow also support the purchase.

24. **Holiday Pole Lights update:** Sale pricing has been decreased by normal vendors (Temple Outdoor Decor) to 15%. The only item that is comparable is the candy cane. Total Budget is \$3,500 A7989 -400. Holiday lights need to be established and eventually put up. Trustee Gutheil wants to wait until next year. Trustee Carota thinks we should buy a few each year. Trustee Girard and Trustee Orlow agree. The Mayor recommends getting 7-8 lights. Motion #031622-15 to purchase lights and not to exceed \$3,500. Trustee Orlow motions, Trustee Carota seconds. Trustee Gutheil abstains, rest in favor.

Motion passes.

25. Motion #031622-16 to create a fee schedule for Zoning Determination at \$150. Mortgage originators are asking for letters that requires extra work in the Clerk's office. Trustee Orlow motions, Trustee Carota seconds. Trustee Gutheil votes no, rest in favor. Motion passes. Attorney Bartkowksi supports it as well.
26. **Update of local laws:** Attorney Bartkowski will have an update at the next special meeting.
27. **COVID Policies:** Attorney Bartkowski will have an update at the next special meeting.
28. **Water Withdrawal Report:** The Board does not have any questions.
29. **Trustee Reports:**
 - A. Trustee Girard. Looking for direction on purchasing brochures. Trustee Gutheil wants to reach out to Glens Falls. The Mayor wants to highlight other areas in addition to Coopers Cave.
 - B. Trustee Orlow is working with Trustee Gutheil on a Memorial Day Parade. There will be a meeting on the 21st at the Moreau Community Center at 5:30PM.
 - C. Trustee Gutheil asked who will order trees with the Arbor Day Grant. TJ will check with his supplier and get a quote to the board. TJ and Trustee Gutheil will coordinate with the school as well.
30. **Mayor's Report:**
 - A. There is an EFC clean watershed and surveys webinar. The water committee will work on joining this.
 - B. He is working on the budget with Samantha Berg and recognizes her hard work in the office.
31. Motion #031622-17 to re enter into executive session for CSEA, PBA, Open Items: Moss Estate, Glen Gate Plaza, COVID Policy, Accounting/Audit, Performance of an unnamed person or persons, World Wide Update, Peddlers permit application, Foil Request, Bond Council discussion. Trustee Girard motions. Trustee Orlow seconds. All in favor. Motion passes.
32. Motion #031622-18 to adjourn the Executive Session at 10:17PM and reopen the public meeting with no action taken. Trustee Girard motions. Trustee Carota seconds. All in favor. Motion passes.
33. Motion #031622-19 to adjourn tonight's meeting at 10:17PM. Trustee Girard motions. Trustee Carota seconds. All in favor. Motion passes.