

**DRAFT**

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

April 3rd, 2024

6:00 PM

**Village Budget Workshop & Board Meeting**

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

**Attendance:**

Mayor Bodkin  
Trustee Gutheil  
Trustee Orlow  
Trustee Girard  
Counsel William Nikas

Samantha Berg  
TJ Chagnon  
Molly DeVaux  
Alan Dubois  
Dennis Davall  
Pam & Joe Friers  
Tim Pease  
Bruce Lant  
Kevin Gallagher  
Cheryl Lawyer  
TJ Wade  
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Absent: Trustee Carota

The Mayor calls the budget workshop to order at 6:00PM and leads with the Pledge of Allegiance.

**1. Public Forum**

**A.** Dennis Davall addressed the Board. He said in the 1990's the Police Department was almost abolished but the Public voted to keep it. Our Police Department does not pay as highly as others and through Officers retiring and leaving, it may cease to exist. He believes the Village needs a fully staffed Police Department and a Code Enforcement Officer who can drive through the Village with no restrictions to do his job. He also believes the DPW is under staffed and asked when the CSEA contract will be finalized. Dennis Davall thanked the Board.

## 2. General Fund

- A. **Motion #040324-1** to take \$9,000 from A3120.0215, PD Equipment Hardware, and be put towards a new line item for Grant Writing. The PD server clean up will be done this fiscal year. Trustee Girard motioned, Trustee Orlow seconded. All in favor. Motion passed.
- B. **Motion #040324-2** to increase A5142.0101, Snow Removal Overtime to \$15,000 due to corrections needed after review. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed.  
**Discussion:** TJ Chagnon provided A5142.0101, Snow Removal Overtime, was entered incorrectly and should have \$15,000 and not \$10,000. Trustee Orlow and Gutheil support this.
- C. Trustee Gutheil asked how relevys are recorded. Samantha Berg provided they are accrued upfront and what is not received and releived is shown as a receivable.
- D. **Motion #040324-3** to lower A4010.0400, Public Health-Contractual, to \$2,500. Trustee Gutheil motioned, Trustee Girard seconded. All in favor except for the Mayor who voted no, Motion passed. The reasoning is the belief \$500 should cover PPE. The Mayor voted no due to not wanting to short change this account.  
**Discussion:** Trustee Gutheil asked about A4010.0400, Public Health-Contractual, now that we hired an Officer at \$2,000 why does the account need \$3,000. The Mayor provided it is to cover equipment and supplies such as PPE.
- E. **Motion #040324-4** to have the Mayor and Trustee salaries be increased by two percent from the previous year. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, except for the Mayor who voted no.  
**Discussion:** Trustee Girard would like discussion on the Mayor and Trustee salaries. He believes everyone should get a 2% increase. The current increase is currently 10%, Trustee Orlow would be okay with 4%.
- F. **Motion #040324-5** to have the tax rate be \$4.25 for 2024-2025. Motioned by Trustee Girard, seconded by Trustee Orlow. All in favor except for Trustee Gutheil who abstained due to not studying salaries or finishing going through the entire budget. The Mayor will vote yes for the new tax rate due to the initial tax rate not being able to support the budget with all the current changes presented. Motion passed.  
**Discussion:** Trustee Gutheil believes we need to look at computer support and go to bid. Samantha Berg provided it was budgeted with an anticipated rate increase. Trustee Girard asked if we can do an RFP and see what is out there. Trustee Gutheil thinks we need a handle on our legal fees. Trustee Orlow said just because it is budgeted, we do not have to use it. Trustee Gutheil said the Assessor has been saving us by

increasing assessments. Samantha Berg said we are essentially forfeiting the increased assessment by decreasing the tax rate. The Mayor said we have a responsibility to reinvest in the community to make the residents feel like their money is going towards the appearance of the Village. Trustee Girard said he has heard people say our fund balances are too high. If we have a gradual tax increase, we will still have higher amounts of fund balance, it is the taxpayers money and should be given back to them. The Mayor said the budget is not just based on the tax rate but to incorporate expansion of the departments, such as an extra employee for the DPW. Trustee Girard disagrees. The Mayor is concerned about amassing money and be criticized by OSC and lose the value of the investments in our community by not leveraging the increase assessed value. Trustee Gutheil asked if we should keep increasing our fund balance. The Mayor said no, he is trying to utilize the fund balance to improve the departments. He said we are sitting on around 2.8 million dollars and wants to use this to fund improving the community and our departments. Trustee Gutheil said we have spent more every year on the budget, the estimated fund balance at the end of the year is 1.388 million and asked the Mayor why he does not want to reduce taxes. The Mayor said we are going to slowly lose utility tax, possibly lose the Verizon lease if the contract is not renewed, and if the CDs do not keep paying the current rate, we could be down \$200,000 yearly. Trustee Gutheil would like to have an executive discussion on salaries before deciding the tax rate. Trustee Girard said if there is not a motion, the fund balance can be reduced and the tax rate can be left where the Mayor is requesting it to be. The Mayor said his tax rate is based off of doing new programs. If we do not implement these programs then he cannot support it. We need to stop accumulating half a million dollars a year, this means we over taxed and did not utilize the funds to the community like we said we would. Trustee Gutheil said the comptroller's office wants the Village to do structural sound budgeting. The Mayor said we will need a policy on the fund balance. Trustee Girard said this is something we will need time to research to establish a reasonable fund balance percentage. Trustee Girard provided municipalities sometimes have high fund balances because they are anticipating an emergency such as roads washing out and not being able to get funding from the State. The Mayor said we can appropriate funds to highway maintenance and repairs to strategically plan for this. Trustee Gutheil said we can make one motion to put the funds into reserves that we are not funding and should have a reserve. The Mayor said with \$4.25 as the tax rate, we would see an increase in collections of about \$3,000 from last year. The Mayor will vote yes due to the budget being amended to this degree he cannot support the tax rate he proposed in his tentative budget. Trustee Orlow provided if we need to raise things, the world and community are raising. He has had numerous increases in expenses. Trustee Gutheil said we are over tax and keep building up the fund balance. Trustee Orlow said if we were accomplishing everything we

should be doing, we would be utilizing the fund balance. Trustee Gutheil said we should have a plan on how we plan to use the fund balance. The Mayor said the budget is about planning how we will use the money collected for taxes, when the fund balance keeps accumulating we failed to meet our obligation to use the money as budgeted. Trustee Gutheil said we can spend the money or give it back to the people, he wants to give it back to the people. Trustee Orlow said we can put it into facilities and capital improvements to make the community feel that what they spent has value. Dennis Davall from the public said he would rather see a fully staffed Police Department and more DPW workers. Trustee Girard said Dennis's voice is heard, however there are people who would disagree that have fixed incomes. Trustee Girard said the last few administrations have not been business friendly and this does not help to bring in new businesses. He said we need to be aware the Village is located in the middle of larger places, what do we have to have people come to the Village. He wants to work on this and that is why he wants a grant writer to start building. Trustee Girard said there is a lot of work that needs to be done and the Village needs to focus on the future. The Mayor said the comprehensive plan has a strong emphasis on having community engaged events. The Village can help support these events such as a farmers market or food trucks. Trustee Orlow said he agrees with Trustee Girard on assisting residence on improving homes not in great condition, this has been done in the past. Trustee Gutheil said the Fireman are here at the meetings and if nothing is changed on the budget, that will be the amount given to the Fire Department. The Mayor said we are highly anticipating having to modify the budget number due to being in contract negotiations. Trustee Girard and Orlow believe the fund balance would be good use for this.

**Water Fund Appropriations:**

- A. Trustee Gutheil said FX8320.0401, Water Pump Electric, had \$60,000 spent last year, and year to date we have spent \$22,000. How was the budgeted amount of \$100,000 calculated. TJ Chagnon said he took the average used now and calculated what the new pumps would use. He is also anticipating the rates may increase and the Village currently has extra filters. Trustee Gutheil asked about FX8340.0201, Water Meters, TJ Chagnon provided this is for the irrigation meters bought by residents. It has been set up as a revenue and an expenditure. He believes the revenue and expenditure should be increased to \$30,000. **Motion #040324-6** to increase the revenue and expenditure for water meters to \$30,000. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed. All in favor, motion passed.

- B. Trustee Gutheil said water transmission rehab used to be budgeted more than repair. TJ Chagnon said we are going to see a significant amount of income lost for water and sewer due to Essity. Trustee Gutheil asked about health and dental benefits being increased. Samantha Berg provided there are two new employees and 15% increase budgeted for.

### **Water Fund Revenue**

- A. Trustee Gutheil believes we are high on water rents. Samantha Berg provided unmetered will not change until after the project. Trustee Gutheil said it has been changing from Spring to Fall and multi units will want to go on the metered rate. TJ Chagnon feels we should wait for several billing cycles of testing before charging them the metered rate. The Mayor asked the water and sewer committee to complete a breakdown of what is lost in water and sewer rates.

### **Sewer Fund Appropriations**

- A. TJ Chagnon said he has spoke with Glens Falls and we should be expecting the sewer bill soon.  
**Motion #040324-7** to increase G1990.0400, Sewer Fund Contingency from \$25,000 to \$30,000 incase their are similar pump experiences. Trustee Gutheil motioned, Trustee Orlow seconded. All in favor, motion passed.  
**Motion #040324-8** to increase the sewer appropriated fund balance by \$5,000. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed.
- B. Trustee Gutheil asked why the Glens Falls sewer bill is being anticipated to increase. Samantha Berg said an increase is anticipating, without having the current bill it is not known. TJ Chagnon said the rate may also increase

### **Sewer Fund Revenues**

- A. Trustee Gutheil believes we are underestimating interest earned and the fund balance is to much to sustain over one period of time. He does not know where the service charges come from. Samantha Berg said we are still in the middle of a billing and would need time to review the account.

The Mayor ends the Budget Workshop and calls to order the Regular Board meeting to order at 7:01PM.

#### **1. Public Forum:**

- A. Tim Pease provided they received a grant to purchase and install washer and dryers. It is his understanding the Village is not comfortable with this being done and would like an engineer to look at it. The Mayor said it is due to the contract stating any building modifications have to be brought to the Board. Tim Pease will work on getting information together to present

to the Board.

- B. Kevin Gallagher asked that when Board meetings are not held on Wednesdays, it should be better advertised. He also said there are a lot of repeat items being brought up in meetings such as a grant writer. He said there was good discussion but he did not see any action. He also sees a lot of items repeating in Executive Session and there is also no action being taken. He emphasizes the Fire Company contract not having any action yet. He hopes the Washer and Dryer could be settled quicker than the contract. He believes it is a public safety issue, also like having the Police Department understaffed or not being able to pay people. The Mayor said we currently do have a signed contract with the Fire Department. Kevin Gallagher said he did not get that from the meeting minutes. The Mayor said it was approved months ago, but they had just come into the Office to sign it. We are currently negotiating a new contract with them and Executive Sessions are required. Kevin Gallagher said when he sees contracts taking so long to be settled with people who provide safety for the Village, he views them as some kind of relationship issue.

## 2. Grant Projects Update

- a. **Carbon Filtration:** TJ Chagnon provided we are close to being ready to start the system. The engineer has been struggling to get a response from Jersen regarding a flow meter issue they need to address.
- b. **GIGP**
  - i. **Project Update:** TJ Chagnon provided the contractors can not get the meter horns yet and will need two more weeks. He wished they communicated to him better and they could of had more work done. The Mayor said this is a independent contractor and they do not have to take any direction from the Village. TJ Chagnon said this is our project and our residents, we should be directing them a little more. Trustee Girard asked if the contractors try to do it there way, does the Village have any control over this. Counsel provided if there is a dispute we would have to sit down and settle it or go to arbitration. Trustee Gutheil said they have so many days to complete and should be submitting a schedule. TJ Chagnon said we can't dictate their means and methods, but you would think they want to do the job swiftly. Samantha Berg said she has had a conversation with the engineer to get the contractor under control. TJ Chagnon said their communication is not great and some residents are struggling to understand what is going on. TJ Chagnon said we have been told to backwash instead of forward rinsing and no modifications are needed. He believes the manufacturer told us this, the flow rates they have given us cannot be met.

3. **Transfers: Motion #040324-9** to approve the transfers as presented, waiving the reading of the transfers. Trustee Orlow motioned, Trustee Girard seconded. All in favor, except for Trustee Gutheil who abstained. Motion passed

**Discussion:** Trustee Gutheil will not support the motion for not having discussion on new computers before the transfer.

a.

A 1210.400	A 1210.201	\$700.00	New PC for Mayor's Office
A 1325.201	A 1325.200	\$500.00	New PC for Clerk's Office
A 1325.202	A 1325.200	\$200.00	New PC for Clerk's Office
A 1325.410	A 1325.100	\$1,400.00	CT Personal Service Through End of Year
A 1325.416	A 1325.100	\$1,495.00	CT Personal Service Through End of Year
A 1325.202	A 1325.401	\$93.00	CT Service Equipment ( Copier ) through End of Year
A 1325.421	A 1325.412	\$15.00	CT Internet Service through End of Year
A 1325.413	A 1325.419	\$1,050.00	CT Payroll Processing through End of Year
A 1990.400	A 1440.100	\$1,265.00	Bldg Inspector Personal Service through End of Year
A 3120.100	A 3120.101	\$412.81	PD OT
A 3120.100	A 3120.103	\$3,165.59	Part Time PD
A 5142.100	A 5142.101	\$360.27	Snow Removal O.T.
FX 8340.400	FX 8310.400	\$214.54	Water Admin Billing Expense
FX 8340.400	FX 8310.409	\$625.00	Water Computer Support Through End of Year
G 8130.404	G 8110.400	\$214.51	Sewer Admin Billing Expense
G 8130.404	G 8130.100	\$2,333.73	Sewage Disposal Personal Service
G 8130.404	G 8130.101	\$1,487.49	Sewage Disposal O.T.
G 8130.404	G 8130.800	\$161.82	Sewer Disposal FICA
G 8130.404	G 8130.403	\$67.00	Sewer Phone Through End of Year

4. **Motion #040324-10** to Approve the Bills and Payroll as Audited. Trustee Orlow motioned, Trustee Girard seconded. All in favor except for Trustee Gutheil who voted no due to continuing to pay a bill for a benefit for a former employee, he believes it may be an illegal gift. Motion passed.

a. **General - \$37,670.35**

b. **Water - \$16,019.89**

c. **Sewer - \$3,177.43**

d. **Payroll**

i. **03/20/24 - \$21,863.89**

ii. **03/27/24 - \$31,238.54**

5. **Flags for Memorial Day:** TJ Chagnon provided these flags are for all around the Village. The most responsible bidder is East Coast Banner. He will work with Molly DeVaux on what amounts will be shared with Glens Falls and Moreau. **Motion #040324-11** to award the bid of \$2,444.92 to purchase flags from East Coast, letting the Office allocate it from the appropriate funds. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed

6. **PD Server**

- a. **Transfer \$6010.52 A 1990.400 to A 3120.215:** Motion #040324-12 to approve the transfer of \$6,010.52 A 1990.400 to A 3120.215. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed. All in favor, Motion passed

Motion #040324-13 to approve the proposal by Storedtech for the work in question. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed.

**Discussion:** Samantha Berg provided this includes the money to get the servers off the floor. Trustee Gutheil thought we would have someone else look at it. The Mayor said we are just transferring funds and have not awarded the contract. Samantha Berg provided this needs to be done soon. Trustee Gutheil said an employee recommended another firm. Kevin Ostrander provided he reviewed the proposal that was given and we reduced down some of the equipment that may not be needed and ask Storedtech if we could purchase a storage rack ourselves. Trustee Gutheil asked what is exactly included in the current contract for servers. Samantha Berg provided migration services are not in our current contract. Trustee Gutheil will vote yes reluctantly but he has not heard anything about it the last few weeks.

7. **Saratoga Cty Trails Grant (due in June):** We need to clearly define what the Board plans to do. The Mayor said he received some feedback from TJ Chagnon about building a bathroom by the Upper Betar Byway, TJ Chagnon believes it should be engineered. Trustee Gutheil and Orlow are okay with pursuing for a new bathroom. TJ Chagnon said we could look into composting bathrooms that could be used year round. The Mayor will follow up with the engineers to see what the cost could be.

8. **Fire Truck Annual Maintenance:** Motion #040324-18 to approve the annual maintenance for the fire truck with Premier Fire Apparatus. Motioned by Trustee Girard, seconded by Trustee Orlow. All in favor, motion passed.

**Discussion:** The Mayor said the Firetruck may need to be reviewed under the annual maintenance and may have some issues. He has reached out to Premier, Bulldog, and Vander Molen. Trustee Girard asked if we could get more local vendors. Samantha Berg provided they need to be certified to do annual maintenance and there are not many local certified vendors. Tim Pease provided there is a pump cooler on the truck that needs replacing but the part is no longer manufactured. Trustee Girard asked why we are using Bulldog. The Mayor provided the Fire Company submitted Bulldog to us, we have gotten other bids and it is up to the Board to decide. The Mayor said the last experience with Premier, we were setup for a real time portal to view the current issues with the truck. Tim Pease said they have been using Bulldog for 20 years mostly due to them being associated with the manufacturer of the trucks.



9. **Public Health Officer Discussion:** The Mayor said the Public Health Officer has been appointed. He welcomes Jackie Buckley to the Village and adds she will be assisting us in regards to Public Health.
10. **Minutes 2-21-2024 and 3-19-2024:** This item has been tabled  
Discussion: Trustee Gutheil said page 3, there was talk about tree diameter and it should be inches not feet. He also added on page 7 it did not record everyone's vote.
11. **Motion #040324-14** to Receive and File Monthly DPW and Animal Control reports. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed.  
**Discussion:** The Mayor provided Kevin Ostrander has had his hands full and his report will be available soon. The Police report will come later as well due to the Chief being out of the office.
12. **Ferry Blvd Infrastructure/Water Quality**  
a. **Status Update:** The Mayor provided the engineers have submitted paperwork to receive a grant for water infrastructure improvements. TJ Chagnon provided the DPW will continue doing the periodic flushing.
13. **PC for Clerk's Office/Mayor's Office:** **Motion #040324-15** to approve the purchase of new computers as presented. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed.  
Discussion: The Mayor provided these PCs are better than what we currently have. The Mayor's computer is outdated and unable to connect to our network for being compromised. The Clerk's Office computer is having processing issues and is crashing frequently. The Mayor provided this is a state contract through Dell.  
a. **Clerk's Office A1325.200 \$1,695.99**  
b. **Mayor's Office A1210.201 \$1,518.14**
14. **Old Business**  
a. **Bridge Lighting bid opening on 04/17/24. Deadline to submit RFP 04/15/24 2:00pm.**  
b. **Retirees Medicare Replacement 04/05/24 at 2:00pm:** Samantha Berg provided there will be a meeting with our insurance agent and retirees on April 5th.  
c. **Standardization of water meters:** **Motion #040324-16** to accept the resolution of standardizing water meters as presented by counsel. Trustee Orlow motioned, Trustee Gutheil seconded. All in favor, motion passed.

## 15. New Business

- A. Trustee Gutheil said we need another budget meeting and hearing. **Motion #040324-17** to schedule a public hearing on the budget April 17th at 7:01PM. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed

**NOTE:** Please be advised that after the meeting and upon review of the budget schedule, the Public Hearing was moved to April 15th at 6:01PM

**Motion #040324-19** to allow the Clerk's Office to have the paid time off for the afternoon to observe the Solar Eclipse on April 8th.

Allowing Matthew the option to leave or stay. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed.

**Discussion:** The Mayor provided the Clerk's Office is requesting to have the afternoon off to observe the eclipse, Matthew Espey offered to stay behind if the Board wishes to keep the Office open. Trustee Girard said we would ask Matthew to stay behind due to Water and Sewer collections. Trustee Gutheil believes we should offer this to everyone.

## 16. Trustee Reports:

- A. Trustee Gutheil is still looking for Police policy and procedures to have action taken. The Mayor added the labor attorney has the materials and will make this a priority.

## 17. Mayor's Report: No Trustee Reports at this time

18. **Executive Session:** **Motion #040324-20** to enter Executive Session at 8:09 PM to discuss the FD Contract Negotiations, CSEA Contract, T-Mobile Lease Renewal, discussion of salaries and inviting Kevin Ostrander to discuss 168 Main St. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed.

**NOTE:** Trustee Orlow left at this time and did not attend the Executive Session.

19. **Motion #040324-21** to adjourn Executive Session and re-open the Public Session at 9:23PM with no action taken. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, motion passed.
20. **Motion #040324-22** to reconvene as the South Glens Falls Board of Health at 9:25PM. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, motion passed.
21. **Motion #040324-23** to acknowledge the report filed on behalf of the South Glens Falls Building and Codes Department on 168 Main St, 1st floor. Deeming the property inhabitable and direct counsel to file action with the Town of Moreau

Court to proceed with the protection of the public health and welfare of any minors, individuals, or children in this area. Counsel added the Code Enforcer Ostrander reported to the Board of the unhealthy conditions such as bug infestation and sewage failure. The property will be deemed uninhabitable and Code Enforcer Ostrander should have the house placard. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, motion passed.

22. [Motion #040324-24](#) to adjourn the South Glens Falls Board of Health at 9:27PM. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, motion passed.
23. [Motion #040324-25](#) to adjourn tonight's meeting at 9:28PM. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, motion passed.