

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY12803
April 13th, 2022
6:00 PM

Village Board Special Meeting and Public Hearing

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

Attendance:

Mayor Bodkin
Trustee Gutheil
Trustee Girard
Samantha Berg
Alan Dubois
TJ Chagnon

Mike Norman
JoJo
Bill

Absent: Trustee Orlow and Trustee Carota

PUBLIC HEARING

1. The Meeting is called to order at 6:00PM and the Mayor opens the Public Hearing for any comments regarding the proposed 2022-2023 Tentative Budget. No one from the Public addressed the Board at this time. The Mayor will hold the Public Hearing open during further dialogue by the Board.

Discussion: General Fund (A)

1. Trustee Gutheil questioned what laborer 60 months is. The Mayor provided this is per the CSEA agreement. TJ stated it is actually laborer less than 6 months, the next tier is new laborer 6 months. The Mayor corrected the typo of 60 months to 6 months. After the adjustment, \$42,858 will be budgeted, assuming the employee is here for a full fiscal year.
2. Trustee Gutheil asked about the account Contractual A1320.400. Trustee Gutheil stated this account traditionally was around \$6,500 to \$7,500. The Mayor provided the respondent to our RFP was \$9,800 for the year. The Mayor said he added funds to provide room to train the staff and hire the RFP respondent. Trustee Gutheil believes the training funds should be allocated to a training account. Trustee Girard is okay with the amount being \$10,000 for training and Trustee Gutheil believes it is too high. Trustee Girard suggested \$5,800 and Trustee Gutheil suggested \$5,000 and if we need more we can then search for the funds. The Mayor said the training is focused on preventing errors that

happened in the past. The Mayor said the range is \$5,800 to \$9,000. The exact amount that will be used depends on the individual and what areas they need more training in. Trustee Gutheil does not have a problem paying hourly rates but does not want a minimum fee. The Mayor said these training fees are associated with phase 3 which we have not agreed on an amount yet. The Board is okay with \$5,800. The funds for Phase 3 training will go from \$3,000 to \$5,800. A1320.400 will go from \$18,000 to \$9,800.

3. A1325.404, Office Supplies, was brought up by Trustee Gutheil. He stated the account increased by 25 percent and asked if this is too much. Samantha Berg provided that prior to her employment, the account was completely depleted. General office supply prices have also increased. Trustee Girard thinks we could budget for \$3,200 instead of \$4,000. The Mayor provided year to date \$3,800.41 has been spent currently in this account. The Board will revisit this account at a later time.
4. Trustee Gutheil asked about the telephone account, A1325.405 and what brought us to the \$1,464.00. Samantha Berg said she calculated this by using the two companies' monthly bill and multiplying them by 12. The Mayor said last year's amount was higher due to repairs and maintenance that will not be needed this year.
5. Trustee Girard referred to account A1325.407, miscellaneous. He provided we do not use this account much and would like the amount to decrease from \$1,000 to \$500. Trustee Gutheil is okay with this. Trustee Girard then asked about A1325.408, Computer Supplies, and why it was increased from \$200 to \$500. The Mayor provided this is to fund equipment to help with minutes and headsets for the phone systems. Trustee Gutheil supports the idea of purchasing headphones but would like to see estimates. Trustee Gutheil also stated he would like if more information was given to the Board upfront so they do not have to ask all these questions.
6. Trustee Girard referred to account A1325.409, Computer Support, and asked what caused the increase. The Mayor said this is not an estimate and is based on the real notice of increase. Trustee Gutheil said the Town had no increase. The Mayor provided they had a 3 year contract and were locked in. The Mayor provided he talked to Storedtech and our contract would have a fluctuating rate for the following two years. The Storedtech fee increased 10 percent, and the Edmunds related costs have also increased.
7. Trustee Girard brought up A1430.401, Planning Board Attorney, he believes this should be reduced to \$3,000. The Mayor provided there are some big projects coming that could require multiple meetings. Trustee Girard would also like Zoning Board Attorney should be reduced to \$1,500, CSEA Attorney reduced to \$5,000, and Labor Attorney Non Union to \$1,000.
8. A1440.100, Building Inspector, was brought up by Trustee Girard. He believes the amount of \$39,000 could be decreased to about \$26,000.

9. A1440.200, Building Inspector Equipment, was brought up by Trustee Girard. The Mayor provided there is a need for new code books that this will fund. Trustee Girard would like these funds in a different account. A1440.401 was brought up by Trustee Girard. Samantha Berg provided there is a desperate need for organization in the Building Department, she believes some sort of software could help us. There is no exact amount known at this time but Samantha Berg suggested anticipating a few thousand dollars. Trustee Gutheil is open to discussion on this item but is not comfortable budgeting an exact number at this time.
10. Trustee Girard brought up A1640.200, DPW Equipment/Fixtures, he believes this should be reduced to \$33,000 and use reserve for the difference of \$32,000.
11. A1621.400, Village Building Repairs, was brought up by Trustee Gutheil. He believes the roof is going to need repair, some funds should be put into reserve to fund the repairs.
12. A1640.407, DPW Repairs/Maintenance, Trustee Girard would like to decrease this to \$8,000. TJ is okay with this.
13. A1325.100, Personal Services, was brought up by Trustee Gutheil. The Mayor said some of the expenses were taken out of this account and allocated to the water and sewer accounts.
14. A1640.409, Small Tools, was brought up by Trustee Girard. Trustee Girard believes this can be decreased. TJ said he would like to see the account be increased, they have already depleted the account year to date and prices have been increasing.
15. A3120.200, PD Equipment, Trustee Gutheil asked what the \$13,000 is for. The Mayor provided this is for new radios.
16. Trustee Gutheil asked why Internet Services, A3120.419, increased. The Mayor said Chief Gifford is looking to increase bandwidth for the Police Department which will increase our fees. Trustee Gutheil would like more information on this. The Mayor stated the Chief presented this to the Board at a previous meeting. Trustee Girard asked about Covid PD Payroll and if it has been put in a .100 account, the Mayor provided he will move this amount to a .100 account
17. A1320.426, PD Equipment, was brought up by Trustee Gutheil. The Mayor provided the increase was for bullet proof vests. The Mayor provided each officer will need a set. \$750 is the cost for one vest, they are also looking to purchase additional plate armor. Trustee Gutheil has not seen this information and would like to see it.
18. Trustee Gutheil asked about DPW payroll and there being many changes. He wants to be sure we have enough for the workforce for the year.
19. A5110.201, Equipment, Trustee Gutheil asked if this can be lowered to \$5,000.

TJ said this is okay.

20. Trustee Gutheil asked about snow removal, A5142.100. TJ said this account is usually bolstered, it is hard to anticipate the amount of snowstorms. TJ also said if this account still has funds left over, they allocate the excess to other .100 accounts. The Mayor said year to date the account has used \$25,552.00.
21. A5142.200, Equipment, TJ provided this can be lowered to \$5,000 along with A5142.403, Sand and Salt, can be lowered to \$20,000.
22. A6410.406, is brought up by Trustee Girard. The Mayor provided this is for repairing or replacing Village signs. He also provided TJ is working on a solution, a whole replacement can cost up to \$5,000. Trustee Girard would like to reduce this to \$5,000 or \$6,000 to do the work over a few years or get quotes for new signs.
23. A1362.400, is brought up by Trustee Gutheil. year to date we have spent \$732.39. The Board would like the amount budgeted for this account to \$1,000.
24. Trustee Gutheil believes part time summer help can be reduced if we hire another full time employee. Mayor Bodkin would like to keep the public bathrooms clean and DPW employees are not janitors, he would like to have the part time employee focus on this task. Trustee Gutheil and Trustee Girard believe cleaning expenses are too high. Trustee Gutheil does not support creating new jobs if it means raising taxes. The Mayor provided we have received numerous complaints about the look and feel of the Village being down. Trustee Girard and Gutheil provided they are not cutting costs, this is an additional cost. Trustee Gutheil asked what happened with the cost for cleaning the Police Department. The Mayor provided year to date we spent \$4,095.00.
25. A7110.406, Trustee Girard would like this account to be decreased to \$5,000.
26. Trustee Girard 7450.200, equipment, reduced to \$250 and Museum renovations to \$2,000 and personnel to \$750.
27. Trustee Gutheil asked about A9050.800, Unemployment Insurance. The Mayor provided the current amount was a typo and it is supposed to be \$20,000. Trustee Girard believes this should be \$10,000 and can use a reserve account if more is needed.
28. Trustee Girard believes health and dental benefits can be \$380,000. The Mayor changed the amount to \$380,000. The Mayor provided we are currently at \$234,116 for year to date.
29. Trustee Girard believes Medicare reimbursement benefits is too low and should be increased to \$22,500.

Discussion: Water Fund (FX)

1. Trustee Gutheil asked why there are two accounts FX3040.400, Town Water, and FX8310.405, Water Outside Services. His question is why is there an amount budgeted

for the 405 account. The Mayor provided he believes this amount is incorrect and will look into it.

2. FX8310.404, Gas and Oil, is brought up by Trustee Gutheil. He is asking where we are year to date. TJ provided this account typically requires more than \$1,000. TJ will look further into this.
3. FX8310.100, \$57,000, Is brought up by Trustee Girard and if it is accurately calculated. Trustee Gutheil would like a breakdown of the salaries. The Board and Mayor will look into this item.
4. FX8320.402, Water Pump Phone, The Mayor provided this is for one phone line at the Water Pump Station. Trustee Gutheil noticed we budgeted less than what we have used year to date. The Mayor will add security expenses to this account.
5. FX8320-0413, Water Pump Station Calibration/Services, TJ provided he received numbers for the new contract for \$10,000. TJ is looking to purchase one calibration unit for roughly \$7,500. TJ recommends budgeting \$2,500 in this account.
6. FX9730-0700, Note Interest. Trustee Gutheil asked for more information on this item. The Mayor said this will be addressed at the next meeting. The Mayor said the previous resolution had some issues that the attorney will relay to the Trustees.
7. FX9060-0800, Health and Dental Benefits. Trustee Girard asked this account to be changed to \$34,540 and Trustee Gutheil recommended rounding it to \$35,000. Everyone agrees with \$35,000.
8. FX9055-0800, Disability Benefits. The Mayor would like to have \$100 in this account, Trustees agree.

Discussion: Sewer Fund (G)

1. Trustee Gutheil asked why G8110.0409 has \$1,000. TJ provided Water Internet requires more computer support than Sewer.
2. G8131-0402, City of Glens Falls Sewer. Trustee Gutheil provided this bill has been increasing for the past three years. TJ provided the plant operators all received a raise and we should anticipate this will increase our bill. The Mayor will look further into calculating a more accurate number.
3. G9060-0800, Health and Benefits, Trustee Gutheil and Girard believes this account can be budgeted at \$18,000. The Mayor agrees.
4. Trustee Gutheil asked about G9790-0700, Sewer Notes of Interest. The Mayor believes \$12,000 should be budgeted.

Discussion: Capital Budget Expenses

1. Trustee Gutheil is no for this part of the budget. There is \$580,000 budgeted for fund balance and he is unsure we can do this.

Discussion: General Fund (A) Revenues

1. Trustee Gutheil had a few questions and concerns on numerous accounts. No new budget amounts were decided on, the Board will look further into the General Fund Revenues.

Discussion: Water Fund (FX) Revenues

1. Trustee Gutheil believes there should be a higher amount for interest earned than \$1. The Mayor and the Board will look further into an accurate amount to budget for.

Discussion: Sewer Fund (G) Revenues

1. Trustee Gutheil believes we should look into accurately budgeting for Interest earned and the Fund Balance. No new budget amounts were decided on and The Mayor and the Board will look further into accurate amounts to budget for.

Executive Session: Motion #041322-1 to enter Executive Session while recessing the Public Hearing to discuss Judgement and Claims and wages, inviting Samantha Berg for items pertaining to the Budget. Trustee Gutheil motioned, Trustee Girard seconded. All in favor, motion passed.

9:58 PM Closing of Executive Session and Public Meeting, quorum of the Board consisting of Trustee Girard, Trustee Gutheil, and Mayor Bodkin is established. Motion #041322-2 to adjourn Executive Session and reconvene the Public Session with no action taken. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, motion passed.

The Mayor asked if anyone from the Public wishes to address the Board at this time. There are no comments. The Mayor closes the Public Hearing.

Motion #041322-3 to adjourn the Public Session. Trustee Girard motioned, Trustee Gutheil seconded. All in favor, motion passed.