

Village of South Glens Falls

46 Saratoga Avenue, South Glens Falls, NY 12803

May 4, 2022

6:00 PM Executive Session

7:00 PM Regular Session

MAYOR NICHOLAS BODKIN PRESIDING

Attendance;

Mayor Bodkin

Trustee Gutheil

Trustee Girard

Trustee Carota

Chief Gifford

Samantha Berg

Matthew Espey

Attorney Bartkowski

TJ Chagnon

DS Goldfine

Alan Dubois

Absent: Trustee Orlow

Public Forum 7:00 PM. The Mayor called the meeting to order at 7:05PM. The Mayor asked if anyone from the Public wishes to speak to the Board, no one from the Public wishes to speak at this time.

1. **WIIA Water Project 2, CDBG Project:** As Anthony Mantas was unable to attend, there were no questions from Trustees regarding these items.

3. GIGP Update: Trustee Gutheil asked if the RFP was to be addressed as listed in the agenda. Mayor Bodkin stated the bids were to be updated and approved by the board in order that the contractors could respond with their proposals. Trustee Gutheil questioned the 5 year warranty on the meters. Mayor Bodkin stated the vendor said their meters lasted at least 20 years, and were subject to depreciation and being prorated after 10 years; he added the manufacturer's warranty of up to 15 years would take precedence. Trustee Girard stated he would like clarification before moving forward. Trustee Gutheil requested a hard copy of the 381 page agreement in order to go through and mark concerns and have TJ Chagnon review as well. Trustees Girard and Gutheil wanted the bid specs changed to a longer warranty. Attorney Bartkowski suggested changing the specs or an addendum for the meters asking for at least a 20 year warranty. The water/sewer committee was asked to go through the data. TJ Chagnon stated he believed the contractor's warranty was for 5 years, and the manufacturer's warranty was for 20.

4. **New Business:** Trustee Gutheil asked how tax bills were to be done this year. Samantha Berg stated last year's taxes were updated; Saratoga County file would be reviewed for accuracy, then sent out in mail. Trustee Gutheil wanted to look into excise taxes other communities were getting. Attorney Bartkowski sent a form letter to request tax payments. Trustee Gutheil asked about revenues for interest not being posted and asked TJ about CHIPs revenue. Samantha Berg stated the deposit was put into an expenditure rather than an revenue account.

5. **Old Business:** Trustee Gutheil stated policies and procedures needed to be reviewed and sent to the Attorney.

6. **Transfers** (see table): Trustee Gutheil made **motion #050422-1** to approve the transfers as presented, Trustee Carota seconded. Trustee Gutheil voted yes as did Trustee Carota; Trustee Girard abstained. The Mayor voted yes passing the motion. Trustee Gutheil asked why \$2,000 was transferred when the account was short roughly \$280. Samantha Berg stated she was missing two vouchers totaling \$1,681 and vouchers from the previous year were held.

Transfers		
From	To	Amount
A1640.407	A1640.405	\$500
A3410.404	A3410.409	\$200
A9060.800	A9061.800	\$2,000
FX 8340.403	FX 8360.405	\$500

7. **Motion to approve bills as audited:** **Motion #050422-2** was made by Trustee Carota to approve the bills as audited once Trustee Girard reviews them in the near future. Trustee Girard seconded. Trustee Carota, Gutheil, and the Mayor voted yes. Trustee Gutheil voted no. Motion passed

Mayor Bodkin asked about signatures on the warrant, Samantha Berg stated 2. Mayor Bodkin then asked Trustee Girard to look into the audit in the near future; Trustee Girard stated he would. Mayor Bodkin asked Attorney Bartkowski if the signatures could be used in place of the yes vote to which she answered yes. Samantha Berg pointed out the check for the truck had to be brought to Albany the following day. Trustee Gutheil stated he had concerns, a former employee still getting HighMark Insurance. Also, sign shipping charges, Mahoney Notifier bill, voucher #880 on OSC training in June, Orbital Fire, copy paper cost, rag bill, and Stored Tech vouchers made him vote no. Mayor Bodkin voted yes under the pretense he will also review the bills in the near future

8. **Village Clerk Treasurer Position:** **Motion #050422-3** made by Trustee Carota to approve unnamed Clerk Treasurer appointment, Trustee Girard seconded. Trustee Gutheil stated the process and the way it was handled would make him vote no. Mayor Bodkin stated the annual salary was \$50,000 and exempt.

Trustees Carota and Girard voted yes, Trustee Gutheil voted no, Mayor Bodkin voted yes, motion passed. The individual would start as soon as the background check cleared.

9. **Motion to hire individual to take minutes:** Trustee Carota made **Motion #050422-4** to hire a former employee at \$50 per meeting until the end of the fiscal year, The Mayor seconded. Trustee Carota and Trustee Girard voted yes, Trustee Gutheil voted no, Mayor Bodkin voted yes, passing motion. Trustee Gutheil questioned where the money would come from; the Mayor stated overtime, outside service. Trustee Girard stated the responsibility for taking minutes fell to the Clerk. Trustee Carota was willing to amend his motion to be for only until the end of the fiscal year. Trustee Girard seconded. Trustee Gutheil asked who was to do the work henceforth for the coming year, the Mayor stated it was up to the incoming Clerk Treasurer.

10. **South High Marathon Dance Proclamation:** Mayor Bodkin will have the proclamation next Friday before the start of the dance at Great Escape. **Motion #050422-5** was made by Trustee Girard to approve and allow the Mayor to present the Proclamation. Trustee Carota seconded. Trustee Gutheil said the proclamation should be different from last year's, and Mayor Bodkin said it would be. Trustees Girard, Carota, and Gutheil voted yes as did the Mayor. Motion passed.

11. **Engineering Bids:** There are 2 engineering bids, the first from CHA received on 04-28-2022 at 11:45 AM containing no information on cost of services. The second was from Delaware Engineering, received on 04-28-2022 at 2:27 PM, the rates for which were not read due to it going out to rebid to allow more time for submissions and review. Trustee Girard asked to use the same procedure as in the past. Trustee Gutheil made **Motion #050422-6** to reject all proposals received, Trustee Girard seconded. All Trustees voted yes, Mayor Bodkin voted no, motion passed. **Motion #050422-7** to send RFP for Engineering out for rebid, allowing Trustee Girard to review the RFP and contact Engineering firms directly was made by Trustee Girard. Trustee Carota seconded; all Trustees and the Mayor voted yes, passing motion. Mayor Bodkin noted he did not send out RFP on the original bid and any certain individuals.

12. **Clerk Books Discussion:** The software program may help replace Edmonds Software. Samantha Berg stated they are certified by QuickBooks and provide an overlay which corresponds with QuickBooks. Quickbooks does not do fund accounting, they set up according to OSC and turn QuickBooks into a program which can do fund accounting and reconciliation. Separate checking accounts are discouraged since the software takes care of that. A custom tax bill could be created, utility billing, and invoices are simple. Installation cost is less than 2 years of Edmonds, and yearly rate would be significantly less. They could start setting up in June at the beginning of the fiscal year. Trustee Gutheil wanted more information and discussion with Edmonds. Samantha Berg suggested funding the purchase with A1621.400, Village Repairs, at 88% at \$13,552, 8% from Water FX8340.403 for \$1,232, and Sewer for 4% at \$616 from G8131.403. Annual expected cost would be \$150 versus \$9,000 with Edmonds. Trustee Gutheil wants answers from the auditors. Trustee Girard stated he felt more comfortable having three accounts to stop human error. Samantha Berg stated conversion only works from a start date, not backward, so information with Edmonds may be lost unless a possible vaulting fee is paid. Trustee Girard asked if the server was large enough to hold Edmonds and Clerk Books; Samantha Berg stated she would have to find out. Trustee Girard wanted to know if notice had to be given to Edmonds. Trustee Gutheil

asked when the Edmonds maintenance fee was due. Samantha Berg stated they were paid twice a year, \$6,000 and \$2,000. Attorney Bartkowski suggested finding out if there is another municipal program available. Mayor Bodkin said it was under \$20,000 so it shouldn't be an issue. Trustee Gutheil asked for references of municipalities using Clerk Books. Trustee Girard asked if the money to cover the software could be encumbered. Samantha Berg said she'd get more information.

Trustee Carota had to leave the meeting at 9:00PM. A resident voiced displeasure with the length of the meeting and also left.

13. Spring Planting RFP- There were no issues but it was too late to send it out.

14. Public Restroom Cleaning-Cleaning company would charge \$160 to clean once a week. Two individuals expressed interest in cleaning the complex at \$20 per hour. Mayor Bodkin wanted this issue tabled and brought up at Executive Session.

15. Invasive Species- Cornell Cooperative Extension notified the Village of invasive species on the Betar Walkway. Trustee Gutheil wanted to know if chemicals were to be used because of the watershed issue. Approval from the Department of Health was requested. Trustee Girard would like DOH approval. TJ Chagnon requested a map be sent to Alan. This item will be on the next agenda.

16. Auditors Update-Samantha Berg stated some progress has been made. Mayor Bodkin spoke with EFPR regarding the audit and they are waiting on FAZ's audit; a discount was requested since someone else was doing all the work. A correct AUD is necessary.

17. Animal Control Report, DPW Report, Police Report- Trustee Girard made **Motion #050422-8** to receive and file the reports. Trustee Gutheil seconded; Trustee Gutheil and Trustee Girard voted yes as did Mayor Bodkin, passing the motion.

18. Curb Cut Application-TJ Chagnon stated a resident requested a curb cut at 1 Terrace Avenue in order to widen his driveway due to parking issues by the school. Trustee Gutheil made **Motion #050422-9** to approve the Curb Cut for 1 Terrace Ave. Trustee Girard seconded. Trustee Girard and Trustee Gutheil voted yes, Mayor Bodkin voted yes, Motion passed. Trustee Gutheil asked if parking would be lost; TJ Chagnon stated it was on the no parking side of the street.

19. Police Vehicle- Chief Gifford stated the best vehicle dealer he could find was Beyer Ford out of New Jersey. at \$36,214.75. Trustee Girard made **Motion #050522-10** to approve the purchase at the amount stated, Trustee Gutheil seconded. Mayor Bodkin stated the state contract number was RFB-WC-199023. Trustee Gutheil and Trustee Girard voted yes as did the Mayor, passing the motion.

20. Officer Resignation-Officer Bethel resigned as of 05-14-2022, and Officer Duffy as of 05-16-2022. Both the Mayor and Chief Gifford thanked the officers for their service.

21. Local Law Update- Attorney Bartkowski sent out information regarding the laws. The discussion was tabled until more Trustees were present.

22. Trustee Reports- Trustee Girard said that John Hoey was interested in becoming a member of the Zoning Board to fill a term that expires in April of 2026. Mayor Bodkin made **motion #050422-11** to approve, Trustee Girard seconded. Both Trustee Girard and Gutheil voted yes, Mayor Bodkin voted yes, Motion passed. Trustee Gutheil said the Arbor Day ceremonies went well. Trustee Gutheil requested the Mayor send a thank you letter to the teachers involved as well as Daphne Jordan. The Parade committee is sending out late invitations.

23. Mayor's Report-Mayor Bodkin commended the students for Arbor Day and thanked everyone for assisting.

24. Executive Session- Village restroom cleaning would be discussed, Performance of an unnamed person or persons, pending litigation, and the George Moss Estate. Trustee Girard made **motion #050422-12** to enter Executive Session to discuss the restroom cleaning committee would be discussed, Performance of an unnamed person or persons, pending litigation, and the George Moss Estate at 9:27PM. Trustee Gutheil seconded. Trustee Gutheil voted yes, Trustee Girard voted yes, Mayor Bodkin voted yes, motion passed.

25. Trustee Girard made **motion #050422-13** to end Executive session and reconvene regular session at 9:54PM; Trustee Gutheil seconded. Trustee Gutheil And Trustee Girard voted yes as did Mayor Bodkin, motion passed. **Motion #050422-14** made by Trustee Girard for tabled item of naming a currently employed individual to clean the public restroom and possibly other complex restrooms in the future. Trustee Gutheil seconded. Trustees Girard and Gutheil voted yes as did the Mayor, motion passed. Trustee Gutheil expressed concerns for the individual to be an independent contractor, Attorney Bartkowski confirmed it would be in writing; Trustee Girard made **motion #050422-15** to adjourn tonight's meeting; Trustee Gutheil seconded. Trustee Girard voted yes, Trustee Gutheil voted yes, Mayor Bodkin voted yes, motion passed, meeting adjourned at 9:57 PM.

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