

DRAFT

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY12803
September 7th,2022
7:00 PM

Village Board Meeting

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

Attendance:

Mayor Bodkin
Trustee Gutheil
Trustee Carota
Trustee Girard
Alan D
518-415-7363

Samantha Berg
TJ Chagnon
Kevin Ostrander
JM
Bob

Public Forum 7:00 p.m.

1. Meeting is called to order at 7:00PM.
2. Motion #090722-1 to create 6 new accounts for transferring funds for retroactive pay settlement CSEA for a total of \$22,772.95 from A1930.404 Judgement and Claims. A5110.102 A5110.801 FX8310.102, FX8310.801, G8010.102, G8010.101. Trustee Girard motioned. Trustee Carota seconded, all in favor. Motion passed. Trustee Gutheil stated it has taken us some time to get to the position of paying the Retro fees. \$39,000 was budgeted for this year.
3. **Moment of Silence for Susan Francine Bartkowski who passed on September 2nd, 2022:** Susan has served as the Village General Counsel for several years. Her services have aided the Village in many ways during her tenure and she will be missed.
4. **Recognize Molly DeVaux as the new Village Deputy Treasurer and welcome her to the team, starting 09/07/2022:**
5. **Transfer for Warrant:** No transfers for warrant.
6. Motion #090722-2 to approve the bills as audited with the bill to EFPR pulled out. Trustee Carota motioned, Trustee Girard seconded. Trustee Gutheil no, rest in favor. Motion passed.
Discussion: Trustee Girard would like to discuss EFPR Group. He would like more narrative for the work they are doing. He also is questioning the rate and hours they billed us. Trustee Gutheil is not happy how we dealt with the audit, how much money we spent and the product we received. He will not be voting and stated we do not have an

audit, what they gave us has zero value. Trustee Gutheil would like them to finish the audit or we should not pay them. The Mayor stated there was an email to the audit firm that canceled the contract. Trustee Gutheil asked if we resolved paying an employee 4 hours overtime that they should not have. The Supervisor is aware and working on it. Trustee Gutheil asked what our arrangement is with Quickbooks. Clerk Treasurer Berg stated we needed to renew \$3,000 a year or drop down to a \$173 monthly fee and remove some features we do not use. A previous employee purchased the original plan and it was not what we intended. The Mayor stated we have used Quickbooks for one calendar year. Trustee Gutheil wants to discuss this in executive session.

7. Motion #090722-3 to send Molly DeVaux to NYCOM conference. Trustee Carota motioned. Trustee Girard seconded. All in favor. Motion passed.
8. **NRWA PFAS Cost Recovery Program:** The Mayor stated we received a number of these in the past. TJ stated Massachusetts used a program like this and could save us some money, we are eligible for it. Trustee Gutheil asked when the cost will be incurred and where the funds will be allocated, we need more information.
9. **Acknowledge the resignation of Caroline Sweeney From the Village Planning Board and thank her for her service:** We received her resignation letter on August 12th.
10. **Payroll System update:** Clerk Treasurer Berg stated the cost difference is significant. The first is Edmunds and the second is PrimePay. One system includes payroll and timekeeping. The other has the same and additionally a HR module. The payroll module is something that will have to be negotiated. TJ is concerned his workers will be at a disadvantage having to clock in at a set location. Some workers do not have smart phones and others refuse to download an app. The Mayor stated TJ will be able to go in and edit their timecards. Clerk Treasurer Berg said TJ's time spent on payroll should be the same with the new system. Clerk Treasurer stated both systems can import with Edmunds, our current system. The new systems will save the Clerk's Office nearly half a day's work. Trustee Gutheil would like to speak with other municipalities and see what they use. Clerk Treasurer Berg had four quotes and the two not presented were not good price and system compared to the two presented. Trustee Gutheil would like to see what GTM has to offer. Clerk Treasurer Berg stated GTM is why we are manually entering payroll now. Trustee Girard asked where the funds will come from, The Mayor said possibly contingency. Total for the rest of the year would be \$6,540.80. Trustee Gutheil stated he should not be given this information on the day of the meeting, he would like to meet with the payroll companies. PrimePay can be implemented October 1st. We will most likely have to finish the calendar year with QuickBooks. Trustee Gutheil wants to know what the Police Department thinks of the new payroll system. Item has been tabled.
11. **DPW Report, Animal Control Report, Building and Codes Report:** Motion #090722-4 to receive and file the DPW Report, Animal Control Report, Building and Codes Reports. Trustee Carota motioned, Trustee Girard seconded. All in favor. Motion passed.
Discussion: TJ needs to find one place for the remaining trees, and delivery is set up. Alan has been working on the filter situation.
Kevin Ostrander has his final class next week. He is beginning to take care of violations alone. We are beginning to move away from utilizing Rich Colozza.

- 12. COVID policies, mask update:** The Mayor stated our current policy does not deal with wearing masks in Village buildings. Will we keep our policy the same or change it to follow the new CDC recommended guidelines. Trustee Girard would like to wait until we have counsel. Kevin Ostrander asked what guidelines are used for policies, The Mayor stated CDC guidelines were used and reviewed by Counsel. Item has been tabled.
- 13. Update on Investment Directive:** The Village has reached out to numerous banks and had several meetings regarding the Villages investment strategy. The Mayor would like to discuss exact numbers in executive session. Glens Falls National was the most competitive. Trustee Gutheil stated that TD Bank is one of our depositories and the limit for each bank that was named are too high for what is authorized. The Mayor identified some financial policies that need to be changed to allow more options.
- 14. FAZ Auditor Update:** The agreement has been signed by both parties.
- 15. RFP for Legal and Auditing services:** The Mayor has been in contact with our current firm, they have someone designated to take over an attorney's clients if they are unable to. They will aid in finishing pending work and transition to another firm if needed. Trustee Gutheil would like to have something in the RFP stating the audit will be conducted in the Village office, the rest of the Board agrees. Trustee Gutheil stated the Board had next to zero input for the previous process. Trustee Girard wants it to allow some remote work. Clerk Treasurer Berg stated the normal process is working in the office then conducting their analysis remotely. This will be edited.
- 16. Disbursement #10 for Carbon Filtration Grant:** Motion #090722-5 to approve supplemental certificate and allow The Mayor to sign. Trustee Carota motioned, Trustee Gutheil seconded. All in favor. Motion passed.
Discussion: Trustee Gutheil called Delaware, the invoice is not clear on what work was done. He found the charges are for reviewing submittals from contractors and setting up the project. The Mayor stated the corporation hereby request to fund the disbursement of \$2,532.50.
- 17. 17 Harrison Avenue Sidewalk Request:** Motion #090722-6 to approve sidewalk request for 17 Harrison ave. Trustee Carota motioned. Trustee Girard seconded. All in favor. Motion passed.
- 18. Minutes: 11/03/2021, 11/17/2021, 12/1/2021, 12/15/2021, 1/5/2022, 1/19/2022, 2/2/2022, 2/16/2022, 3/2/2022.** The item has been tabled. Motion #090722-7 to only receive two old sets and one new set. Trustee Gutheil motioned, Trustee Girard seconded. Motion does not pass, no vote. Next meeting the Board will vote on 11/03/2021, 11/17/2021, 8/24/2022. The Mayor said Samantha Berg and Matthew Espey have been working diligently on completing previous minutes that were not done. The Mayor provided we have nearly 15 sets of minutes done. Trustee Gutheil and Trustee Girard would like to have the minutes given to them earlier.
- 19. Old Business:** Trustee Gutheil asked about the Police Department's Policies and Procedures. The Mayor stated Attorney Paltrowitz reviewed and approved this. Trustee Girard stated we need to review and discuss the Non-Union Employee Handbook.
- 20. New Business:** No new business.
- 21. WIIA Water Project:** No update.

- 22. Water Tank Update:** No update.
- 23. Carbon Filtration Project:** TJ stated National Grid is on site and moving forward.
- 24. WIIA Sewer Project Update:** There was a failure on the sewer grinder, we have a warranty and TJ is looking at shipping it back or fixing it ourselves.
- 25. Sewer I&I Update:** No update.
- 26. CDBG - As built Plans Update:** They are complete.
- 27. GIGP Update (Water Meters):**
- a. Pay App #1 - Jersen Electric: There is no update on this item.
- 28. Trustee Reports:**
- A. Trustee Gutheil stated the Water Committee met with DOH to discuss what they are willing to accept for a contract for the Town. TJ provided DOH is not responsive.
 - B. Trustee Girard would like to see action on the broken curb on Henry St and that the Village pays for repairs. TJ provided we should offer our normal curb cut fee that other residents have previously been paying, he believes this curb's damage is normal wear and tear. Motion [#090722-8](#) to authorize funding and repairing of the curb repair on Hudson St. Trustee Girard motioned, Trustee Carota seconded. All in favor, motion passed.
- 29. Mayor's Report:**
- A. Jersen Corporation's project on Beach Road is requesting reimbursement for the steel structure delivered to the site for \$319,390. Trustee Gutheil asked who is responsible for any damages to the structure. The Mayor provided this is only a partial payment and we are not taking on a completed project so we do not have full liability. Clerk Treasurer Berg summarized that we will have full liability once the contractors receive full payment. This item will be tabled.
 - B. The Mayor and several staff members will be attending the NYCOM Conference next week.
- 30. Executive Session:** Motion [#090722-9](#) to enter Executive Session to discuss temporary legal engagement, Slic Fiber proposal, and investment strategy. Trustee Carota motioned, Trustee Girard seconded. All in favor, motion passed. Please note Clerk Treasurer Berg was invited into Executive Session to discuss investment strategy.
- 31.** Motion [#090722-10](#) to adjourn Executive Session and reopen the Public Session with no action taken. Trustee Carota motioned, Trustee Girard seconded. All in favor, motion passed.
- 32.** Motion [#090722-11](#) to approve the inclusion of the same and equal benefits for prescription drug coverage to non union employees as that of the union employees. Trustee Girard motioned, Trustee Carota seconded. All in favor, motioned passed.
- 33.** Motion [#090722-12](#) to adjourn tonight's meeting at 9:07PM. Trustee Carota motioned, Trustee Girard seconded. All in favor, motion passed.