

**DRAFT**

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

October 18th, 2023

7:00 PM

**Regular Village Board Meeting**

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

**Attendance:**

Mayor Bodkin  
Trustee Girard  
Trustee Carota  
Trustee Orlow

Matthew Espey  
TJ Chagnon  
Alan Dubois  
User  
David Gifford  
Jim  
John  
Glen  
Nick  
Payus  
U  
Kevin Gallagher  
Paula Gallagher  
Alex Portal

**Remote:** Trustee Gutheil

The Mayor opens the meeting at 7:00PM with the Pledge of Allegiance.

**Public Forum: No one from the Public wished to address the Board tonight.**

**1. Grant Projects Update**

**a. Carbon Filtration update: The Mayor provided counsel is working on finding a resolution on this item.**

**b. GIGP**

**i. Anticipated Mobilization late March / early April:** The Mayor provided we have received an anticipated mobilization of late March or April. Counsel is currently working on the contract regarding the software for meters.

**ii. Disbursement #3 - \$6,595.00 Delaware Engineering: Motion #101823-1** to approve disbursement #3 to Delaware Engineering for

\$6,595.00. Motioned by Trustee Carota, seconded by Trustee Orlow. All in favor, motion passed.

**c. WIIA Financing Agreement updated schedule**

- i. **Total Project Costs = \$4,284,279.26:**
- ii. **Total Project Costs Financed By SRF = \$1,466,106**
- iii. **SRF LONG-TERM LEVERAGED FINANCING = \$1,493,206:** The Mayor provided the updated schedule. Trustee Girard had several questions on financing for the project and the Mayor provided more information. The Mayor provided the Village will need to purchase bottles for PFOA and PFOS testing. TJ Chagnon suggested reaching out for quotes on the testing.

2. **Transfers:** Motion #101823-2 to approve the transfers as presented. Trustee Carota motioned, Trustee Orlow seconded. All in favor, motion passed.

Discussion: Trustee Gutheil had questions on the labor attorney account and voucher.

10/18/2023	2023-2024		
A 1990.400	A 1430.405	\$920.00	LABOR ATTORNEY NON UNION
A 1990.400	A 1910.400	\$1,049.50	INSURNACE CONTRACTUAL
A 5142.101	A 5989.101	\$746.84	STREET CONSTRUCTION OVER TIME

3. Motion #101823-3 to Approve the Bills and Payroll as Audited. Trustee Orlow motioned, Trustee Carota seconded. All in favor, motion passed.

Discussion: Trustee Gutheil asked if there is a Bartlett Pontiff Voucher in the general fund transfer. The Mayor provided the voucher is and read the voucher aloud.

- a. **General - \$128,793.61**
- b. **Water - \$6,528.80**
- c. **Sewer - \$1,704.81**
- d. **Payroll**
  - i. **10/11/23 - \$23,753.00**
  - ii. **10/18/23 - \$23,856.33**

4. **Minutes 8/16/2023, 9/06/2023 Regular and Special, 9/20/2023, and 10/4/2023**

- a. Motion #101823-4 to approve the Minutes 8/16/2023, 9/06/2023 Regular and Special, 9/20/2023, and 10/4/2023. Trustee Orlow motioned, the Mayor seconded. All in favor except for Trustee Girard who abstained. Motion passed.  
**Discussion:** Trustee Girard abstained for being unsure on several things stated in the minutes.

5. **Audit Proposal:** Motion #101823-5 to approve the proposal prepared by RBT Limited Liability Partnership on the terms presented, only for the auditing of the 2021 financial statements. Trustee Carota motioned, Trustee Orlow seconded. All in favor, motion passed.

**Discussion:** The Mayor said we have one respondent. RBT Limited Liability Partnership proposed 3 payments of \$24,000, \$24,500, and \$25,000. The Mayor provided the Board is authorized to do an audit themselves. Trustee Gutheil believes we should get other proposals. Trustee Girard believes we should try it on a one year basis. Trustee Carota amended his motion to only approve the auditing of the 2021 financial statements. Trustee Gutheil said this is more than we have ever paid and has several reasons for not supporting the proposal. Trustee Girard suggested using funds from unassigned fund balance. The Mayor provided after completion of the 2021 audit, the Board will take action on subsequent years.

**Motion #101823-6** to appropriate \$80,000 from unassigned fund balance to reserve fund. Trustee Girard motioned, Trustee Orlow seconded. All in favor. Motion passed.

6. **21-22 AUD:** The Mayor provided the State Comptroller has accepted the AUD for the fiscal year ending 5/31/2022. Trustee Gutheil believes there is a legal ad requirement, the Mayor provided staff has noticed a legal ad.

#### 7. **Holiday Parade**

- a. **Budget \$250.00 from A7550.400 Celebrations:** **Motion #101823-7** to budget \$250 from A7550.400 for the Holiday Parade. Trustee Orlow motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** Trustee Gutheil asked how the funds will be spent and the Mayor provided it is for staff to participate in the parade with a float and distribute candy.

8. **PD Garage Man Door Repairs:** **Motion #101823-8** to approve the most responsible bidder, JWM Construction, for repairing the PD Garage man door for \$3,385.00. Trustee Girard motioned, Trustee Orlow seconded. All in favor except for the Mayor who abstained for having a previous contractual fallout with one of the bidders, motion passed.

**Discussion:** The Chief provided his new proposals to the Board. Trustee Girard believes the whole door should be replaced due to the circumstances. The Chief provided the lowest bidder did not provide a detailed material list as requested.

9. **Recognize New Member of the Fire Company, Scott VanDerwerken:** The Mayor would like to thank and recognize the new member.

10. **Motion #101823-9** to approve sending Glen Smith to water operator training. Trustee Orlow motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** TJ Chagnon provided this is typically through Hudson Valley for about \$900

11. **Review and Discussion of 120 Water:** TJ Chagnon provided with the meter project approaching, he suggested having them on board during the meter project to help with taking inventory for lead line services. The Mayor had several questions and TJ Chagnon provided more information about 120 Water and their services.

- 12. Records Room and Break Room Discussion:** Motion #101823-10 to approve the purchase of the presented shelving from ULine for \$255 per piece and the air scrubber for \$503.28 from Amazon from account A.1621.400, Village Building Repairs and Maintenance. Trustee Orlow motioned, Trustee Carota seconded. All in favor, motion passed.
- Discussion:** The Mayor provided the records room has been going through cleaning and the Village is looking to purchase an air cleaner and some shelving for the records room. The Trustees had several questions on the air cleaner and the shelves, the Mayor provided more information. The Mayor also provided all other departments have break rooms and the Clerk's Office is lacking one. The Mayor asked the Board if they support establishing a break room in the Clerk's Office with a predicted amount of \$3,000. Trustee Girard would like to see quotes on the actual proposed work.
- 13. USGS Monitoring Station Discussion:** The Mayor provided we have been contacted by USGS for them to install a monitoring system. TJ Chagnon and the Board discussed the proposed location. Motion #101823-11 to approve USGS to install a monitoring station. Trustee Orlow motioned, Trustee Carota seconded. All in favor, motion passed.
- 14. Water Tower Door Replacement:** The Mayor provided the tower door is in need of repairing. Trustee Gutheil said someone damaged the door and this should not be an expense the Village bears. TJ Chagnon provided his staff can work on repairing the door themselves to prevent cutting and welding the newly painted tower.
- 15. Proposed Local Laws:** The Mayor asked the Board if they are interested in bringing these to a public hearing. Trustee Girard had several questions on the food truck law. The Board further discussed the food truck law. Motion #101823-12 to approve the posting for a Public Hearing on local law #2, #3, and #4 of 2023 at 7:20PM on November 1st, 2023. Trustee Orlow motioned, Trustee Carota seconded. All in favor except for Trustee Girard who voted no for reasons previously stated, motion passed.
- a. **Local Law #2 2023 Food Truck local law**
  - b. **Local Law #3 2023 Engine Brake Law**
  - c. **Local Law #4 2023 Parking Ticket Fee Law**
- 16. Old Business**
- a. **Bridge Lights:** TJ Chagnon provided he is working with the contractor on this project and believes we should go to bid once all the information is received and have a legal ad posted once ready.
  - b. **PD policy and procedures:** The Mayor provided there is nothing new for this item.
  - c. **Scheduling interviews with interested law firms:** Trustee Gutheil and Girard provided there is interest in firms to make a proposal. The Board discussed how to proceed with interviews. Trustee Gutheil disclosed he has used one potential firm in the past.

- d. **Prior resolutions regarding communications: Trustee Gutheil said he has not gotten copies of any emails from the law firm since the last meeting. The Mayor said he is not aware of anything but will review his emails.**

**17. New Business**

- a. **Waiver of Pool Charge, 17 Clark Street:** Motion to waive the fee after confirmation from the DPW Superintendent of there being no pool on the property. Trustee Orlow motioned, Trustee Carota seconded. Trustee Gutheil, Carota, and Orlow are okay with the Clerk's Office handling this without a motion and no vote was taken.

**18. Trustee Reports:**

- a. Trustee Orlow asked about street lights being out. The Chief provided his staff will work on locating the lights that are out. Trustee Gutheil had questions about the lights at the Spring St Park. TJ Chagnon said he will look into this.

**19. Mayor's Report:**

- A. The Mayor thanked the Smythe family for donating their piano to the Village.

- 20. Purchase of Ammo for the Police Department:** The Chief provided they are low and looking to purchase ammunition. Due to the recent shortage of ammunition he believes it would be best to purchase it now in case the supply chain has more problems. Trustee Orlow and Carota support this purchase. Trustee Girard believes this is okay to purchase if it is budgeted for. The Mayor said the Chief has gotten three bids and is okay to proceed.

21. **Motion #101823-13** to adjourn tonight's meeting at 8:30PM. Trustee Orlow motioned, Trustee Carota seconded. All in favor, motion passed.