

**Welcome Public**

Mayor Gutheil asks all to silence their Cell Phones

Mayor Gutheil then asks all to stand for the Pledge of Allegiance

PUBLIC MEETING  
7:00 PM  
FEBRUARY 19, 2020

MAYOR HARRY G. GUTHEIL JR. PRESIDING

Minutes

**Attendance:**

Mayor Gutheil

Clerk Treasurer Kelleher

Trustee Bodkin

Highway Maintenance Supervisor Chagnon

Trustee Carota

Trustee Girard

**Public Forum – none.**

1. Approve minutes from January 15<sup>th</sup> and February 5<sup>th</sup>

Mayor Gutheil said he has not had a chance to go over the January 15<sup>th</sup> minutes.

Motion by Trustee Bodkin to approve the minutes for February 5, 2020. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

2. Set Future Meetings

Mayor Gutheil suggested that the Board think about dates to schedule some budget workshop meetings.

3. Transfers

Mayor Gutheil reported account A8020.400 Planning Board Contractual is short \$347.20 and will require a transfer to finish the year. Zoning Board Contractual will be short as well.

Motion by Trustee Bodkin to transfer \$1,100.00 from A1990.400 Contingency to A8020.400 Planning Board Contractual and transfer \$800.00 from A1990.400 Contingency to A8010.400 Zoning Board Contractual. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

4. Approve Bills

Motion by Trustee Bodkin to approve bills as audited. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

5. Purple Heart Community

Mayor Gutheil said that Senator Jordan had requested that the Board pass a resolution to proclaim that the Village of South Glens Falls is a Purple Heart Community. The Board all had copies of a draft resolution.

Motion by Trustee Bodkin to proclaim the Village of SGF a Purple Heart Community. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

6. Miller Mannix Agreement

Mayor Gutheil has received a memorandum from Miller, Mannix, Schachner & Hafner regarding an adjustment to their hourly rates for 2020 and 2021. Mayor Gutheil has sent a letter to Mark Schachner regarding an updated engagement letter and has not yet heard back.

Motion by Trustee Girard to approve and authorize Mayor Gutheil to sign an engagement letter with Miller, Mannix, Schachner & Hafner. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

7. Work Schedule Water Plant

Mayor Gutheil said that T.J. Chagnon has done a draft schedule and based on previous discussions the schedule could be contractual. T.J. Chagnon said that both Alan Dubois and Jake Fort are on board with the draft schedule. He suggests this should be part of the next negotiations and also suggested the work schedule for the water plant be separate from the DPW garage. Mayor Gutheil asked T.J. Chagnon to draft a memo to the Board explaining his thoughts for how the draft schedule might work.

8. Marathon Dance Proclamation

Mayor Gutheil said this is the 43<sup>rd</sup> year of the South High Marathon Dance. The Board typically proclaims the first weekend in March dance marathon weekend. He read some of the local events supporting the marathon dance. Trustee Bodkin stated they now have a new website, SHMD.org.

Motion by Trustee Carota to approve the proclamation. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

9. Beach Road Mailing Address

Mayor Gutheil met with Leah Cronin, Town Assessor, to discuss the mailing addresses for Beach Road. The highway garage address is now Beach Road and not Saratoga Avenue. The Pump Station is labeled 2 Beach Road. Mayor Gutheil will contact Leah Cronin and tell her the Board won't object to her changing the address to Beach Road.

10. Village 125<sup>th</sup> Birthday

Trustee Bodkin designed a new logo to include the Village's celebrating 125 years and asked the Board for input.

Mayor Gutheil asked if they should form a committee.

Trustee Girard suggested the Board coordinate a celebration with the Community Center Fun Day.

Mayor Gutheil will ask the Community Center if they would like to do a joint celebration if they do not then the Village can do something themselves.

11. Coopers Cave Brochures

Trustee Girard talked to the distributor and they did not raise the price from last year. Glens Falls Printing went up \$10 from last year and Finch Pruyn will sell the paper at the same price as last year. Everything is the same as last year including the distribution route.

Motion by Trustee Girard to authorize Mayor Gutheil to sign the contract with North County Brochures Distribution Services and authorize the printing to be done by GF Printing and purchase the paper from Finch Pruyn. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

12. Water Project

Nothing new on the water project.

13. Sewer Project

There is a set of drawings that came today of the sewer with a disc with a video of the lines and the drawings for Haviland and Wilson. We still have not received the daily field reports that Mayor Gutheil requested over a month ago.

14. CDBG Haviland & Wilson

We received the signed grant agreement back from the state. The Environmental Review Record has gone to Albany for review. When we get notice from them we will publish the notice in the paper for the release of funds. There is a comment period and then any comments will go down to Albany. Then when we get notice of release of funds we will be in a position to start awarding contracts. Robert Flores has talked to the 2 apparent low bidders and they are in agreement to hold their bids. He told them that we are deliberating if we are going to do the recoat or which one.

Regarding videoing the sewer lines, they have all of what they did manhole to manhole except one; on Main Street between Abbotts Corner Grill and River Street. They got all but about 20 feet and the camera could not get through and we found out it is a grease problem. Mayor Gutheil said they have to find out who does not have a grease trap.

There are still some questions and frustrations with Delaware Engineering on the approved scope of work.

Mayor Gutheil received an email from Precision with a piggyback contract. The Village may be able to use them to do a couple of the deep areas if the price is reasonable.

## 15. Trustee Reports

Trustee Bodkin distributed a card to the Board regarding 5G wireless that he picked up at the Planning & Zoning Conference. It talks about specific codes the Village should consider adopting and suggested fee schedules. He suggested Attorney Bartkowski review the information and bring the Board some recommendations.

Trustee Bodkin followed up on the self-assessment survey for the insurance. He asked if the Board was prepared to make a motion and pass a resolution to go with the PII Protect package? The cost is approximately \$150 per month. The total quote is based on the number of users.

Trustee Carota and Trustee Girard think they should proceed with this. Mayor Gutheil would like to know what the options are.

Trustee Bodkin said this is a recommendation from our current vendor. It addresses the current threats of today and as threats evolve they will continue to train and educate the staff. They will continue to spot check us and provide a written information security plan. Trustee Girard stated the cost would be divided among the departments and it is something we should do. This is training for cyber security.

Motion by Trustee Bodkin to engage StoredTech to enroll the Village in their PII Protect Program to establish our cyber security program, with training, certification and maintaining all records and compliance with State and Federal regulations at a price not to exceed \$2,000 annually. Start it the last 3 months of this year and run it an additional full year and then reassess and evaluate after that. Seconded by Trustee Carota. All were in favor. None opposed. Motion carried.

Trustee Bodkin reviewed the quote from StoredTech to upgrade Village computers. He has not yet received the price for leasing the equipment. The latest quote for the 2 Latitude laptop computers for the police cruisers is for \$2,282 each. Trustee Bodkin said he would like to encourage the Board to do something sooner than later because T.J. Chagnon had a problem this pass weekend with his computer. T.J. Chagnon said it's suspected the problem is due to Windows 7. He may need updated software as well. Trustee Carota would recommend going with new software.

Mayor Gutheil said he thought we were ok until we got in to next year's budget. Trustee Bodkin reminded the Board that Tom Grabowski said they were willing to work with us on payment. By the time we order, get installed and the billing comes we will pretty much be at that threshold.

Trustee Bodkin said he is strongly concerned that we have computers using software that is no longer being supported the way it should be. Some of those computers are connected to databases, such as the police, that could present a problem for the Village.

Mayor Gutheil is in favor but just does not want to kill the budget this year and wants to stay in compliance with our own purchasing guidelines.

Trustee Bodkin is concerned about the risk to the Village in the meantime.

Trustee Girard does not see any reason we couldn't order the computers now.

Trustee Bodkin said at the very least he would like to get the police computers straightened out because that is the biggest data threat. The recommendation for full computer replacement was the most critical and they were all in the police station. Priority two was the operating system upgrades and memory was the third.

The Board would like to see prices on leasing the equipment before moving forward purchasing.

### **Public Forum**

Reid Antis would like direction from the Board on the building and its contents down at the museum. Bill Hayes will come next week with budget information for the Board. He would like to have it become a physical entity so they could look for grant money or donations. Now it is just a building with items in it. It needs to be something more than what it is now. Can we give it a title and make it more?

Trustee Girard said he feels it makes more sense for it to be a historical society. Museums are typically open at all times and ours is not. Maybe we could get some volunteers and have it open a little more. A historical society is more of what we are doing down there.

Mayor Gutheil is not looking to budget \$10,000 or \$15,000 a year for the museum. Hopefully we can find volunteers to sustain it.

Trustee Bodkin asked Reid Antis if he has spoken with Loren Roberts County Historian.

Trustee Girard said he would like to see a Village Historian position for about \$1,000 per year.

Reid Antis would like the Board to define the museums purpose for the Village.

Trustee Carota would be willing to work on coming up with policies and support writing a mission statement for that building.

Trustee Bodkin said it would not cost any money to go through and establish exactly what the intent is for the building and its purpose.

Trustee Carota volunteered to work with Reid Antis on this.

## 16. Mayors Report

Mayor Gutheil attended another Releaf meeting up at Warren County. There is an Arbor Day Grant available. D.E.C. would like to see us become a Tree City.

The Village did pay dues to the Chamber of Commerce last year. The Board wants to continue paying these dues.

The Mayor has not had time to return Brigid Martins calls about doing something jointly for the 125<sup>th</sup> birthday.

He received an email from the NYMIR representative with suggestions.

Mayor Gutheil looked at the site on Marion Avenue. There is a trellis that goes right out to the curb. If Charlie Granger wants to remove it then we can go down through there with the grader otherwise he can send the Village something to hold us harmless if something gets damaged when trying to remove the snow.

Trustee Bodkin asked Mayor Gutheil if he could write a letter to communicate the Boards stance on the problem. Mayor Gutheil said he would gladly do all. He is buried in work.

Trustee Bodkin did go out and assess the incident and has done what he can as a trustee and now he asks Mayor Gutheil to take that last step and help communicate the Boards decision to Charlie Granger.

Trustee Girard highly recommended hiring a Code Enforcement Officer. This would help Mayor Gutheil with a lot of the issues and extra workload. He feels if we actually had a full-time position it would be a more inviting position.

Mayor Gutheil said it is hard to find people. We could get one person to do both instead of two part time positions. He does not think the answer is two guys at \$18,000 apiece and still only get 20 hours a week out of it.

Trustee Bodkin said the Village does need a Code Enforcement Officer; it's a statute in law. They will need classes within 18 months.

Trustee Girard said we have someone interested in the position that lives in the Village and is experienced. The Village is going to have to pay someone to go to the trainings.

Trustee Carota thinks combining both positions to make one full time position is the correct direction. They could do code enforcement and planning/zoning administration.

Trustee Girard agrees and if they make the position full time they probably have someone on the list that would be interested.

Trustee Bodkin said if we end up with a full time person perhaps the Town could contract with the Village. We do need to address this issue since we have some projects that are moving forward.

Motion by Trustee Bodkin at 8:11 pm to enter into Executive Session to discuss Zoning and Planning, CSEA negotiations and the employment performance of an unnamed person(s). Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

### **Executive Session**

Motion by Trustee Girard at 8:37 pm to adjourn Executive Session and reopen the public meeting. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

No action taken in Executive Session.

Motion by Trustee Bodkin at 8:37 pm to adjourn the meeting. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

Meeting Adjourned at 8:37 pm.