

Welcome Public

PUBLIC MEETING
7:00 PM
JANUARY 20, 2021
MAYOR HARRY G. GUTHEIL JR. PRESIDING

Minutes

Attendance:

Mayor Gutheil	Highway Maintenance Supervisor Chagnon
Trustee Bodkin	Clerk Treasurer Kelleher
Trustee Carota	Robert Flores
Trustee Girard	Anthony Mantas
Trustee Orlow	Attorney Bartkowski
Chief Gifford	

Public Forum: None

1. Approve Minutes January 6, 2021
Motion by Trustee Bodkin to approve the January 6, 2021 minutes. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.
2. Set Future Meetings – None
3. Transfers – None
4. Approve Bills
Motion by Trustee Bodkin to approve bills as audited. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.
5. December Financial Statements
Mayor Gutheil has a lot of questions on these financials and has discussed them with the auditor. He believes there are journal entries needed and some could be software related.
Motion by Trustee Girard to receive and file these reports. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.
6. Revised Water Sewer Warrant
Mayor Gutheil has tried to get additional information on a particular building in the Village. There are 9 units and have only used 22,000 gallons of water since the meter was last read. Is it a question of a faulty meter or is it just the clientele usage.

Trustee Bodkin said he agrees with T.J. Chagnon's suggestion to swap out the meter and monitor the readings. T.J. recommends swapping it out when they do the next reading in February. Trustee Orlow agrees.

Mayor Gutheil suggested doing weekly readings until the meter is swapped out.

Motion by Trustee Bodkin to approve the revised Water Sewer warrant. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

7. Cleaning Services RFP Responses

Mayor Gutheil said they had an RFP and received 2 responses. He isn't sure they should get into a 1 year contract and thinks they should negotiate a monthly contract with a right to cancel if not satisfied.

Trustee Bodkin did not see anything about cleaning the bathrooms at the gazebo. Mayor Gutheil said this would be an extra fee.

Trustee Girard thinks they should go with the low bidder and ask for a 30 day clause and a fee to clean the bathrooms in the summertime.

Question of how many times a week to clean the bathrooms at the gazebo. They won't need to clean the bathrooms until they open up the public space. Decision to pay the same amount as paid before for the cleaning of the bathrooms.

Motion by Trustee Girard to authorize Mayor Gutheil to negotiate and sign a contract with Saratoga Janitorial with a 30 day cancellation clause and cleaning bathrooms at a rate not to exceed what they were paying per cleaning before. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

8. Pandemic Operations Plan

Mayor Gutheil said they have to get this to the unions by February 4th.

Trustee Bodkin said they used to have a public health doctor working for the community until that was dissolved.

Mayor Gutheil said they used to have a Consolidated Health Board that had members of the Town and Village. But when they changed administrations at the Town they decided it wasn't necessary and dissolved it.

Trustee Bodkin wonders if it would be appropriate to have a physician available in coordination with the Pandemic Operations Plan in case there is a need in the future. Someone that can coordinate any efforts for the community and employees.

Trustee Orlow said it was a cost of \$1,500 per year for the doctor and \$240 per committee member. The Board met quarterly and was also available for special meetings.

Trustee Bodkin believes there are physicians within our community willing to step up if given the opportunity. He would like to include an opportunity for this within the Pandemic Operations Plan. The Board can reach out to the Town and see if they would be willing to partner up.

Trustee Orlow offered to reach out to the Town to see if they would like to be included and he will report back to the Board.

Attorney Bartkowski said this plan is supposed to be designed to handle pandemics in the future. She emailed the Board a copy of a draft Pandemic Operations Plan that was endorsed by NYCOM. She reviewed her questions with the Board.

Page 4 Fire Marshall – The Village does not have a Fire Marshall. Trustee Girard said that the Building Inspector would do these tasks.

DPW recycling – Currently DPW does pick up yard waste. This is a non-essential service. Attorney Bartkowski will change this to yard waste debris.

Page 2 Level 1 – weekly management meetings. Mayor Gutheil does not think they need this on Page 2. Attorney Bartkowski will remove it.

Decision to continue working on the draft and add this to the agenda for the next meeting.

9. WIIA Water Project

a. Water Tank Update by Robert Flores

1. Looking for signed Substantial Completion on this project. Mayor Gutheil said he will have to discuss with counsel in executive session.

2. Cleaning of the Roofs

Received a price today from Garland. The cost to pre-inspect is \$250, post inspection report \$250, \$400 to inspect if someone else did the cleaning, \$5,000 to clean the roof of village hall and \$1,600 to clean the roof of the fire house.

Contractor wants to clean the roofs himself. Per the contract he is not obligated to hire someone else to clean the roofs.

Mayor Gutheil does not have a problem with the fee for pre-inspection. Robert Flores said there is no dispute that the roofs have to be cleaned. The contractor has the right to remedy any damages.

Mayor Gutheil feels this is an executive session discussion.

Trustee Girard thinks they need to inspect the roofs to know what they have. Trustee Bodkin agrees that they have it inspected and then make an informed decision.

Mayor Gutheil said they would seek reimbursement for the inspection fee. Trustee Bodkin and Trustee Girard agree. All agreed to authorize Garland to inspect the roofs.

b. Supplemental Certificate #6

Mayor Gutheil had questions on the hourly rates Delaware has charged on their invoices. Robert Flores said these are bills from March and April of 2020 that were put on hold.

Motion by Trustee Bodkin to approve Supplemental Certificate #6 payment based on rate review not to exceed \$20,332.70 and to adjust down to match the rates in the contract. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

c. Carbon Filtration Project

Robert Flores said that this project is scheduled to be bid next week. They issued Addendum #1 this week and will issue Addendum #2 early next week.

Mayor Gutheil said they need communication with counsel before they do the final addenda.

Robert Flores said that spray foam insulation is good and it used to be a lot more expensive. He suggested leaving it at contractor option.

Trustee Girard said that the foam insulation is a lot more expensive than batt insulation.

Trustee Bodkin said they want closed cell verses open cell because closed cell is better for moisture.

T.J. Chagnon said that Saratoga County has a carbon filtration building and welcome any Trustee and/or the Mayor to go down and take a walk through of their building. Delaware Engineering designed this building.

10. WIIA Clean Water (Sewer Project)

a. Pump Station Update

Robert Flores reported that the lion share of the pump station work has been done. Electrical work is yet to be done.

Robert Flores said the focus of Monday's meeting will be the level transducer, flow meter and bypass line.

b. Supplemental Certificate #6

Motion by Trustee Bodkin to approve Supplemental Certificate #6 in the amount of \$186,896.19. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

c. Sewer I & I Update

Contract was signed with KPI.

Anthony Mantas asked if Mayor Gutheil received the DOT permits he sent. It is Village pipes on DOT right of way so it is a joint permit.

Attorney Bartkowski is OK with this and KPI will provide insurance and bonds to DOT.

Motion by Trustee Bodkin to authorize Mayor Gutheil to sign the DOT permits. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

d. KPI Notice to Proceed

Motion by Trustee Bodkin to authorize Mayor Gutheil to sign the Notice to Proceed with the contract starting January 21, 2020. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

11. CDBG

a. Haviland & Wilson Update

Robert Flores said they did receive confirmation from OCR that the Village can do the force work.

There is \$378,560 left of unused grant funds. The force account work estimate is \$68,854.57. To line the sewer lines on those two streets, that work is about \$71,600. Which leaves just under \$200,000 for sidewalks, ADA ramps and trees.

Robert Flores said the average cost for sidewalk is \$70/linear foot. He asked if there was a street that has preference over the other. The Board will need to decide.

Robert asked what about the sidewalk connecting Wilson to Haviland? T.J. Chagnon said the Board agreed they would do that corner lot at 2 Haviland for Matt Daly.

Mayor Gutheil said the village crew could put in a couple hundred feet of sidewalk.

Robert Flores asked for authorization for Delaware to bid out the lining and the sidewalks. The cost would be \$3,000 for each one if put out to bid if bid separately.

Robert Flores said you can do an RFP for engineering to do the bids then the engineering would be eligible for the CDBG grant funds.

Trustee Bodkin asked how this would affect the schedules for the other projects.

Mayor Gutheil said the DPW staff could do the sidewalks.

Trustee Girard said they could bid both the lining and sidewalks together. Robert said they could bid one as contract 1 and the other as contract 2. Trustee Girard thinks this would work and Mayor Gutheil agrees.

Motion by Trustee Girard to authorize Delaware Engineering to do the bid specs and advertise for bids for two contracts in one set of bid specs. One for sidewalks and the other for lining at a contract cost not to exceed \$3,000. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

b. Grant Application Work

Delaware requested information today on the meters in the village. T.J. Chagnon said all the new homes out in Pinecrest have new meters within the last few years so they would just change the heads.

There was a discussion about future CDBG grants.

12. PD Staffing

Mayor Gutheil said this is to be discussed in executive session.

13. Trustee Reports

Trustee Bodkin reached out to Heather Burgess at South High school band. They are not in a position to plan this at this time. Trustee Bodkin suggested a compromise to organize a memorial ceremony to be held at Memorial Park. Attorney Bartkowski said they will have to check the number of people allowed. Right now it is 50 people allowed. There is a liability to the Village if anyone contracts the virus at a gathering.

There was a discussion about an alternative virtual gathering.

Mayor Gutheil thinks they need to be cautious. They could possibly have a virtual ceremony. They want to pay tribute but don't want to jeopardize anyone's health in the process.

Trustee Girard said he thinks they need to put it on hold right now.

14. Mayors Report

None.

Motion by Trustee Bodkin at 9:30 pm to enter into Executive Session to discuss CSEA negotiations, the particular performance of an unnamed person(s) and police department staffing. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Motion by Trustee Bodkin at 9:54 pm to end Executive Session and reopen the regular meeting. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Executive Session – No action taken.

Motion by Trustee Girard that the Chief of Police put out an advertisement complying with E.O.E standards and received numerous resumes. After consideration and review of the

relevant resumes the Board entertained an application to hire an unnamed person with the following considerations: That the PBA union sign off on the transfer and seniority level that he come in on the base seniority level in the department and that the other member of the police force is satisfied with that fact. They are hiring at the salary that the unnamed person has requested subject to getting these items in writing. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Motion by Trustee Girard to authorize the attorney to prepare the fact finding papers regarding CSEA contract and proceed with fact finding. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Motion by Trustee Bodkin at 9:57 pm to adjourn the meeting. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Meeting adjourned at 9:57 pm.