



**PUBLIC MEETING  
7:00 PM Regular Session  
January 18, 2023  
MAYOR NICHOLAS BODKIN PRESIDING**

**Agenda**

**Public Forum 7:00 p.m.**

1. Moment of silence in recognition of Caroline Sweeney and her years of service on the Planning Board
2. Grant Projects Update
  - a. Carbon Filtration
  - b. GIGP Notice of Award
3. Fire Company would like to address the Board.
4. Transfers
5. Motion to Approve the Bills as Audited.
6. Motion to approve the purchase of new memorial benches
7. Motion to send items to auction from DPW
8. Update from GFNB regarding Account Analysis
9. 20-21 AUD
10. Pole Decorations
11. PT PD Application
12. Accounting Proposal / Engagement Agreement
13. Motion to approve 02/25/22, 03/02/22, 12/07/2022 minutes
14. Fire Department Lock and Key Quote
15. Village Office Lock and Key Quote



46 Saratoga Avenue  
South Glens Falls, New York 12803-1210  
Telephone (518) 793-1455 Fax (518) 793-3063

16. PBA Executive Session 8:00 Larry P.

17. Old Business

18. New Business

19. Trustee Reports

20. Mayor's Report

21. **Executive Session Items:** If needed

# Diversified Metal Fabricators

1500 S. 169 Hwy  
Smithville, Mo 64089



**Quote No.:** 30072

**Customer No.:** NYMSOUTHG001

**EXPIRATION DATE:** 02/05/23

**PHONE:** (816) 532-0352

**FAX:** (816) 532-3982

**Web Site:** DMFInc.com

**Quote To: VILLAGE OF S. GLENS FALLS**  
46 SARATOGA AVE  
SOUTH GLENS FALLS, NY 12803

**Ship To: VILLAGE OF S. GLENS FALLS**  
116 1/2 SARATOGA AVE  
SOUTH GLENS FALLS, NY 12803

**PHONE:**(518) 792-4033 **FAX:** (518) 792-0299

Date		Ship Via		F.O.B.		Terms	
01/06/23		ROADWAY		Origin		NET 30	
Purchase Order Number				Sales Person			
South Glens Falls				Eric Watkins			
Quantity			Item Number	Description	Unit Price	Amount	
Required	Shipped	B.O.					

3	EB61MEM	Trailside Bench 6' Inground Mount Plaque Included	449.00	1347.00
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Quote Subtotal	1347.00
Freight Charges	414.54

Quote Total	1761.54
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**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FREIGHT QUOTE DOES NOT INCLUDE ARRIVAL NOTIFICATION, UNLOADING OR LIFT GATE SERVICE.**

**Thank You**

**INVOICES NOT PAID WITHIN TERMS WILL BE ASSESSED A LATE CHARGE OF 1.5% PER MONTH (18% PER YEAR).**

**MINIMUM FINANCE CHARGE OF \$5.00.**

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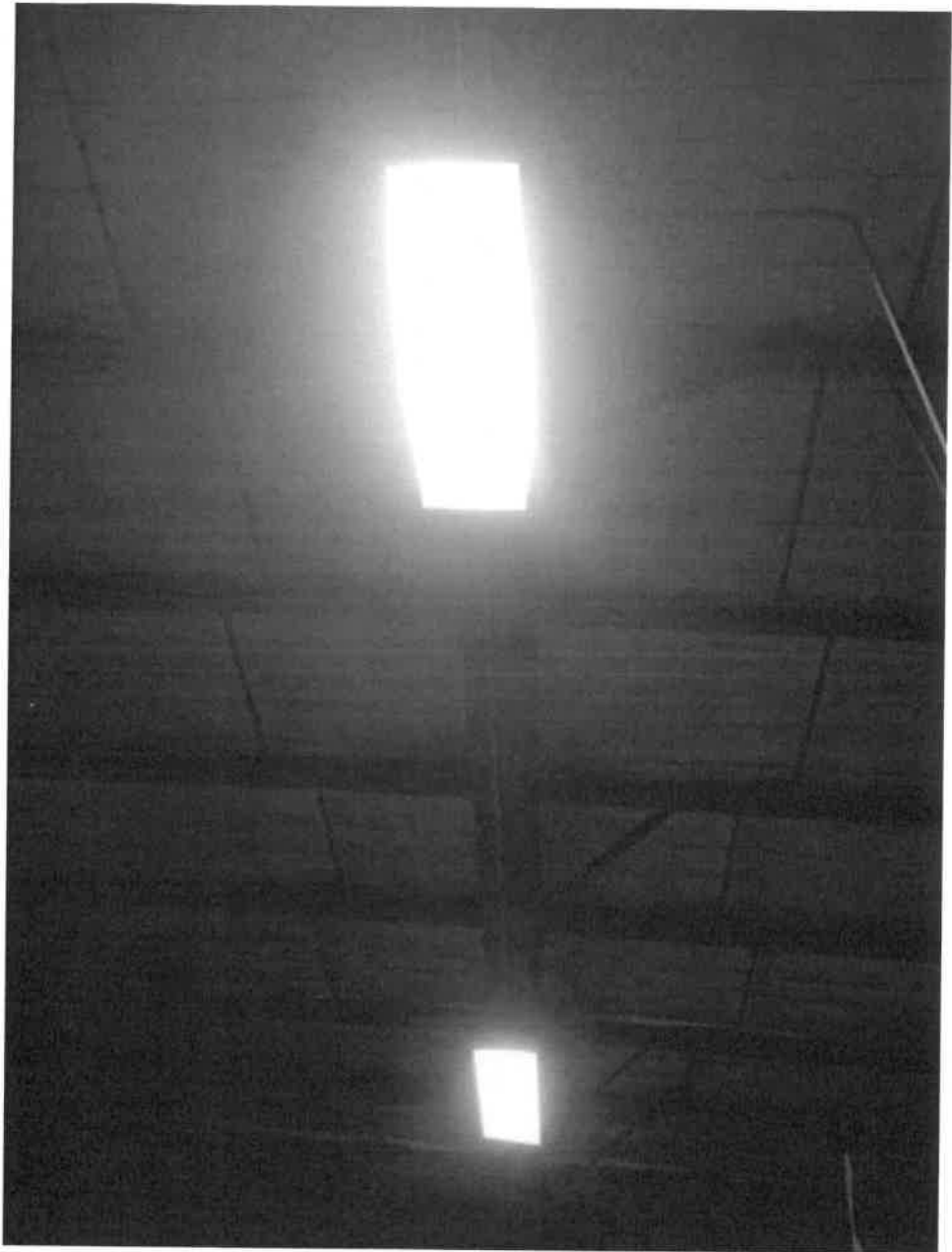
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## **Proposal for Services**



Submitted by:

Lutz, Selig & Zeronda, CPAs, L.L.P.  
Certified Public Accountants and Consultants

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**LUTZ, SELIG & ZERONDA, CPAs, L.L.P.**  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

33 Century Hill Drive ❖ Latham, NY 12110  
tel: (518) 783-7200 ❖ fax: (518) 783-7385

William Lutz, CPA  
Edward J. Selig, CPA, ABV  
William A. Zeronda, CPA  
Paul R. Jankowski, CPA  
Jeffrey R. Klahr, CPA  
Richard J. Anastasia, CPA  
Gregory J. Abbattisti, CPA  
Mary E. MacKrell, CPA  
Jennifer M. Klahr, CPA  
Christopher M. Cannucciari, MBA, CPA, ABV  
Evan P. Chamberas, CPA

## Executive Summary

Thank you for the opportunity to submit a proposal for accounting services for Village of South Glens Falls (VSGF). Our entire team is delighted about the prospect of working with VSGF, and we are confident our firm is the right fit for your ongoing needs.

At Lutz, Selig & Zeronda, we have been providing exceptional service for more than 30 years. We believe our success lies directly in our people and our culture. In a world where client service is often an after-thought, the professionals at Lutz, Selig & Zeronda consider it their top priority. What sets us apart and keeps our relationships strong is our ***relentless dedication to our clients' success***. We commit to you that we will:

- ❖ Involve the partner in this engagement from beginning to end.
- ❖ Staff each engagement with senior level professionals who are experienced in your specific industry.
- ❖ Supervise all engagements to ensure the highest level of quality and service.
- ❖ Communicate with our clients throughout the engagement to avoid "surprises" along the way.
- ❖ Efficiently manage all resources to provide the highest value at the lowest cost.

We look forward to the opportunity to highlight how our approach to client service can make a difference for VSGF. Relationships are highly valued at Lutz, Selig & Zeronda, and we welcome the chance to get to know you and put our knowledge and experience to work on your behalf.

Very truly yours,

Mary MacKrell, CPA  
Partner

## Who We Are

With roots dating back to the 1930's, Lutz, Selig & Zeronda is a full-service public accounting and business advisory firm dedicated to advancing our clients' success. Our business philosophy is refreshingly simple: **what is important to you is important to us**. We recognize that no two clients are alike, which is precisely why our engagement with VSGF will be tailored to meet the specific needs and objectives defined in our opening meetings. We are large enough to offer specialized expertise, yet small enough to value personal relationships. Our knowledge will draw you in and our service will keep you coming back.

As one of the largest CPA firms in New York's Capital District, our clients can have confidence that they will receive the attention and expertise to foster the best possible outcome for each engagement. Our all-inclusive services are supported by professionals with a mix of diverse backgrounds, ranging from different industry expertise to varied service specialties. We have a long history of helping non-profit and governmental clients reach their full potential.

At Lutz, Selig & Zeronda, we are committed to providing value to our clients, and we pride ourselves on bringing more to the table than traditional accounting services. Our professional advisors take a comprehensive view, focusing on the overall health of your organization. We work to build relationships where clients can count on our insight and knowledge to guide them in the right direction.

In addition to the expertise of our partners and staff, we also have access to extensive resources through our membership in professional organizations.

- ❖ Lutz, Selig & Zeronda is a founding member of Integra International, an interactive global association of local independent accounting and consulting firms dedicated to exchanging information and advising growing businesses and professionals. It is an interactive member association comprised of CPA's, CA's and Business Advisors that share knowledge openly and regularly. Members offer expanded professional services to their clients, including meeting their national and international needs.
- ❖ All partners at Lutz, Selig & Zeronda are members of the American Institute of Certified Public Accountants (AICPA), as well as the New York State Society of Certified Public Accountants (NYSSCPA). They serve both on and off the job by participating in numerous community affairs, and we highly encourage this type of activity. We are represented on various state committees and task forces and participate in professional activities in many industry organizations.
- ❖ The firm is also represented in various trade and industry organizations, including:
  - AICPA – Government Quality Audit Center
  - AICPA – Employee Benefit Plan Audit Quality Center
  - NYS Board of Accountancy Peer Review Oversight Committee
  - Adirondack Regional Chamber of Commerce
  - Albany Colonie Chamber of Commerce
  - Saratoga County Chamber of Commerce
  - Fulton Montgomery Regional Chamber of Commerce

## **Independence and Quality Control**

Lutz, Selig & Zeronda fully adheres to the standards of our profession and hereby affirms our commitment to confidentiality and agrees to keep all information related to VSGF in strictest confidence. Information related to our engagement with VSGF will be restricted to the individuals directly involved in the engagement, including the partner or manager performing the independent professional standards review on the work performed. If a need for releasing reports or related data arises, prior written approval of VSGF will be obtained.

Lutz, Selig & Zeronda and its staff are free from personal and external impairments to independence, conflicts of interest and are organizationally independent, and we will maintain an independent attitude and appearance in providing services to VSGF.

### **Quality Control**

We have a passion for the quality of our services to both the private and public sector. An extensive review process is utilized to ensure that the highest standards are met. A partner reviews all services before they are considered complete, with each review documented in our working papers.

Our firm also employs quality control measures to ensure only the highest level of professional auditing, accounting and tax services are provided. As previously stated, we are members of the American Institute of Certified Public Accountants (AICPA) and as such, we retain an independent Certified Public Accounting firm to conduct a peer review of all aspects of our accounting and assurance practice. We have consistently been issued a "pass" opinion relative to our quality control efforts and the quality of our professional products and services. We are enormously proud of our system of quality control and feel it is the highest compliment we can pay our clients.



## **Credentials and Experience**

Lutz, Selig & Zeronda has a rich history of providing exceptional accounting and business advisory services and serves several clients like VSGF. The partners and staff of our firm are experienced professionals with an extensive range of knowledge and expertise. We will also utilize subject area experts for this engagement. Each member of the team assigned to this engagement is experienced in working directly in the non-profit industry. Our professionals will work closely with your accounting staff to complete financial documents before the required due dates. Qualifications of our members have been included for your review, and we assure you that no complaints against the engagement team members have been leveled by the state board of accountancy or other regulatory authorities.

## **Staff Turnover and Minimization**

At Lutz, Selig & Zeronda, keeping staff turnover to a minimal level is a top priority. We understand our clients' need for continuity and embrace a culture where employees are valued and recognized. As a result, our firm traditionally has a low level of staff turnover compared to the overall accounting profession. For each engagement, some minor staff turnover is likely to occur over the years; however, we minimize the impact of this change by keeping key management team members consistent in serving each client.

## **Experience**

Through firm growth, we have developed a specialty in providing accounting services for governmental entities. As such, our experience matches closely with the needs of the VSGF.

In addition to our traditional accounting services, our industry specialists provide:

- ❖ Strategic planning
- ❖ Buy/lease agreement development
- ❖ Financing facilitation
- ❖ Budgeting and cash flow planning
- ❖ Mergers and acquisitions facilitation
- ❖ Training and consulting on new accounting standards
- ❖ Assistance with financial statement preparation

## **Proposed Investment**

Our goal at Lutz, Selig & Zeronda is to provide the highest quality service for a fair and competitive price. We believe that to ensure your satisfaction, we must bring value in excess of our fees.

We will invoice you \$1,050 monthly, representing a block of 6 hours to be used as needed. Any unused hours may be carried over to the next month; any hours in excess of those available will be billed at our standard hourly rates of \$175 per hour. The fee will be renegotiated after 6 months to reduce monthly billing if appropriate. Our fees are payable upon presentation.

We believe the longevity of our relationship with our clients indicates that our fees are considered a worthwhile investment.

## **Billing**

Our standard billing policy is that we do not charge for brief telephone calls. We consider these calls an opportunity to add value to the services we provide. We believe that maintaining open and free lines of communication will enhance our working relationship and provide a deeper understanding of your organization. If we are asked to perform research or respond in writing to a request, we will discuss with you the estimated time we will incur to respond.

## Reference

Lutz, Selig & Zeronda serves a wide variety of government clients. For specific questions and greater insight into our firm and service standards, you may contact the client listed below.

Town of Lake George  
Jenn Farrell, Comptroller  
20 Old Post Road  
Lake George, New York 12845  
[jfarrell@lakegeorgetown.org](mailto:jfarrell@lakegeorgetown.org)

## Engagement Team Profiles

**Mary E. MacKrell, CPA** (Partner, Lutz, Selig & Zeronda, CPAs, L.L.P.), is a graduate of Russell Sage College. She joined the firm in 2008 and brings considerable experience in not-for-profit and governmental (including Single Audit) accounting and auditing. Mary has conducted audits and management advisory services for many governmental and not-for-profit organizations. Mary is also an instrumental part of the Firms Peer Review team, formerly sat on the New York State Society of CPA's Peer Review Committee and Acceptance Board and is currently Vice Chair of the New York State Board of Accountancy Peer Review Oversight Committee. She is a member of the American Institute of Certified Public Accountants and past president of the Adirondack Chapter of the NYSSCPA. Mary is active on several not-for-profit boards.

**Tina Currier** (Supervisor) is a graduate of Adirondack Community College with an Associate of Science Degree in Accounting. Tina joined the firm in 2018 and brings over 10 years of professional accounting experience. Tina performs monthly oversight services for governmental entities. Tina currently serves as the treasurer for her local homeowner's association, Saratoga Country Estates.

## **Report on the Firm's System of Quality Control**

January 30, 2021

To the Partners of  
Lutz, Selig & Zeronda LLP  
and the Peer Review Committee of the  
Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Lutz, Selig & Zeronda LLP (the firm) in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included an audit of an employee benefit plan and an engagement performed under Government Auditing Standards including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Lutz, Selig & Zeronda LLP in effect for the year ended March 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lutz, Selig & Zeronda LLP has received a peer review rating of *pass*.

Very truly yours,

EFPR Group, CPAs, PLLC

EFPR GROUP, CPAs, PLLC

**DRAFT**

Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY12803  
December 7th,2022  
6:00 PM

**Village Board Meeting & Law Firm Interview**

**MAYOR NICHOLAS BODKIN PRESIDING**

**Minutes**

**Attendance:**

Mayor Bodkin  
Trustee Gutheil  
Trustee Carota  
Trustee Girard  
Trustee Orlow  
Bob  
Alan D  
User 2  
Denise Davall  
Jim Edwards

Clerk Treasurer Berg  
TJ Chagnon  
Deputy Treasurer Devaux  
Chief Gifford  
Denise Palyo  
518-415-7363  
User 1  
John Hoey  
Megan Bassler

1. Meeting is opened at 6:00PM.
2. **Motion #120722-1** to enter Executive Session to discuss health insurance coverage with Denise Palyo and interview Towne Law Firm at 6:04PM. Trustee Girard motions, Trustee Gutheil seconds. All in favor. Clerk Treasurer Berg will also join and Trustee Orlow was not present for the Executive Session.
3. **Motion #120722-2** to adjourn Executive Session and re-open Public Session with no action taken. Trustee Girard motions, Trustee Gutheil second. All in favor, motion passes.
4. **Public Forum 7:00 p.m:** No one from the public wishes to address the Board at this time. Trustee Orlow is now present.
5. **CT Male Engineering Review:** Jim Edwards provided a review on the manhole 149-150 and sewer line repairs from KPI. CT Male provided numerous records on the matter to the Board. The condition of the sewer lines created numerous problems. In 2019, there was a televised report to repair the Village for a longer project. CT Male indicated several deficiencies. The pipe being used was outdated. Trustee Gutheil asked why CT Male did not have this information at the beginning of the project. The Mayor stated he





relayed all information he received. Jim Edwards stated receiving this information would not have changed his recommendation in the end. He also agrees with lining the pipes. Jim Edwards believes using water cured methods would be the best choice. Trustee Guthell asked about the number of active services. Jim Edwards said he estimated 4. He also stated there are portions of the pipe that will have to be dug up and replaced. The lining system he is proposing has a 30-40 year life.

**6. Grant Projects Update:**

a. **Carbon Filtration:** TJ stated the walls will be poured on the 12th, the rebar crew was behind. Trustee Guthell has questions about the soil borings for the engineer. Trustee Guthell wondered why we did not do soil borings from when we did designs. Trustee Guthell does not know who is conducting the soil borings and has not received any information or findings. Trustee Guthell is not comfortable going forward with this project. Trustee Guthell heard from Delaware, they wanted their engineer to sign off on the project and he is unsure if that was completed. Trustee Guthell asked if we will be doing additional borings and who will be paying for these changes. TJ said they are digging the soil out and putting walls up which will be a cost to the Village. The Mayor requested an update from the Engineer and has not heard back yet. Trustee Girard questioned why the Engineer is directing the contractor on proceeding without consulting the Village. Megan Bassler stated certain events would require the Village to receive written notification. Trustee Guthell stated the bidders are supposed to review the site for the work being done.

b. **GIGP:** Clerk Treasurer Berg is working on completing the additional documentation requested. The Original budget was \$50,000 and the Mayor asked if we could include some office wages. This includes the Clerk's Office administrative work along with TJ's administrative work and supervising several projects. Delaware budgeted for inspections on the work being done. Trustee Girard believes our code states our employees inspect the water meters. TJ said the company will be doing the inspections to minimize the amount of time needed to enter the residential homes. The Inspectors will document everything and provide it to the Village. When there is a problem, then the Village will go in addition. This is a significant job for the Village employees to inspect all the meters themselves. The Mayor said we still have ample opportunity to amend the budget for this project.

**7. Grant Projects Disbursement Requests**

**a. Carbon Filtration Project Update**

- i. **Motion #120722-3** to approve Jersen Pay App #3 with an additional explanation to answer Trustee Guthells question of how the payout is broken down. Trustee Orlow motions, Trustee Carota seconds. Trustee Orlow, Trustee Carota, and the Mayor vote yes. Trustee Girard votes no, Trustee Guthell abstains.

Discussion: Trustee Guthell questioned the terms of supervision. He wants to know how much we have spent percentage wise so far on the project. Clerk Treasurer Berg stated the pay app does not include Delaware invoices. Trustee Guthell wants a pay schedule on the \$150,000 disbursement. Trustee Girard votes no due to some questions being unanswered. Trustee Guthell wants a breakdown of the supervision costs and why the cost is fluctuating and abstains due to not having these answers.



**b. Sewer I&I Update**

- i. **Motion to Approve KPI Pay App #3.** The Board would like to table this for Executive Session.
  - ii. **Motion #120722-4** for the Mayor to sign Disbursement #13 and Jersen pay app #2 for \$213,752. Trustee Girard motions, Trustee Orlow seconds. All in favor. Motion passes.
  - iii. **Motion to approve KPI Pay App #2.** This item has been tabled. Trustee Gutheil brings up being double billed in the past and wants to know how many active services we have. The Mayor said there was an email circulated that the company identified the error and is making a correction to the invoice.
8. **Motion #120722-5** to Approve the Bills as Audited. Trustee Orlow motions, Trustee Girard seconds. All in favor, motion passes.  
**Discussion:** Trustee Gutheil is concerned we are more than half way through our overtime budget and wants someone to get a handle on it. Trustee Gutheil said the amount of money approved for every warrant should be reflected in the record. Trustee Gutheil wants clarification on the work being done from the outside vendor doing minutes. He believes we may be better off doing them in house. Trustee Gutheil asked about voucher #538 pertaining to gas and electric on the Police Building, it may have the wrong account code. Trustee Gutheil asked about the Firetruck vouchers and status of the Truck. The Mayor said the Truck is currently in service. Trustee Gutheil asked about the election bill being a year old. Clerk Treasurer Berg stated we never received a statement and the company never tried to collect on their end. She also stated we conducted the normal process of reviewing past records that this was indeed not paid yet.
9. **LED Lighting for DPW:** TJ stated that Hill Electric reached out regarding a National Grid Grant that the Village can receive. They are rebated to \$1 per light, this will also just pertain to the shop area and none of the offices. These lights will use half the power of the lights we currently have. TJ also said the DPW can install the lights themselves. TJ said there would be approximately 50 lights to be purchased. TJ stated the company would get the refund themselves so the Village would not have to pay the gross amount up front. This will be tabled until the next meeting for TJ to get additional information.
10. **GGFT Contract:** **Motion #120722-6** to approve the GGFT contract commencing on January 1st 2023 to December 31st 2024 with initial payment of \$6,664.00 towards initial operation expenses. Trustee Gutheil motions, Trustee Orlow seconds. All in favor, motion passes.
11. **SCADA System:** **Motion #120722-7** to approve a payment of \$2,337.00 from account G8130.404 for computer work to have the SCADA System installed. Trustee Girard motions, Trustee Orlow seconds. All in favor, motion passes.
- Discussion:** TJ stated the reasoning for putting internet into the First St Pump Station is to relay information to the Water Plant. They are a sole proprietor.
12. **FAZ Auditor Update:** Clerk Treasurer Berg stated the requested voided check entries



have been completed. She is currently waiting for the Auditor to finish their reconciliation and provide the next steps. Trustee Guthell asked when this audit will be done. Trustee Guthell asked about the Balance Sheet and the item "huge reconciliation adjustments".

13. Minutes - 02/02/22, 02/16/22, 11/16/22: **Motion #120722-8** to approve the listed minutes when amendments and corrections are made. Trustee Girard motions, Trustee Orlow seconds. All in favor, motion passes.

**Discussion:** Trustee Guthell referred to item 19 from meeting 2/02/2022 regarding a contract for a new printer and he believes it was a copier. Trustee Guthell referred to WIJA on 02/16/2022, "reward" should be changed to award. With the same meeting there is also a motion that does not provide who made the motion. Trustee Guthell noticed an error with a percentage rate and interpretation of his stance on a financial advisor. Trustee Guthell would like clarification if we renewed the Retiree Supplement plan. Trustee Guthell asked if we followed up with T-Mobile and can the time be added when Executive session is left.

#### 14. Financial Investments Discussion

- a. **Motion #120722-9** to increase the limit held with financial institutions from 3 million to 5 million. Trustee Orlow motions, Trustee Girard seconds. All in favor, motion passes.
- b. **Motion #120722-10** to approve NYCLASS as a financial institution and make investments with said firm. Trustee Orlow motions, Trustee Girard seconds. All in favor, motion passes.

**Discussion:** Clerk Treasurer Berg stated there are no penalties or fees with withdrawal. The interest is compounded and paid daily. The withdrawals and deposits are same day transactions. They only invest within municipality laws. Clerk Treasurer Berg believes NYCLASS provides the best access to withdrawing money should we need it. 3.55% is the current rate we are earning. The Mayor stated our minimum balances fluctuate based on our monthly cash flow with Glens Falls National Bank. They estimated a \$540,000 minimum balance currently, which we are not in a collection period now. Clerk Treasurer Berg said there are still entries outstanding from last year that sum a substantial amount of money. This will change our current fund balance and give a more accurate amount of what we can invest. Trustee Girard stated we can not sit and wait for direction on journal entries when we still have the money to invest. Trustee Girard thinks the money that is in question to be transferred, should be put into investing until we know where to transfer it. Trustee Girard has brought up previously that these additional funds should be invested due to the Village losing interest that can prevent taxes being raised. The Mayor said staff is working to the best of their ability in a professional manner, if the Board wishes to direct staff to do otherwise they would need a motion that passed. Trustee Girard said the Board has attempted this and the Mayor's vote denied it. The Mayor restated the motion of investing every dollar available is too vague and ambiguous. Trustee Guthell stated he sent an email to the Mayor in regards to the Clerk Treasurer sharing the information that we are switching to account analysis. In this email Trustee Guthell thanked the Clerk Treasurer for reaching out to the financial institution and that the CD's and US Treasury bills would give us a better yield. Trustee Guthell wishes we do not wait until the end of December to invest in a higher yield. He believes this should have already been

done previously and we have missed out on additional earnings. Trustee Gutheil is not interested in a Financial Advisor but is starting to think we may need one. Trustee Gutheil said the Mayor is the Chief Financial Officer and has a window of time to make serious money on the balance we carry. The Mayor said whenever we are dealing with Village finances it is our responsibility to exercise and research all options with caution and due diligence. Then the Village would develop a plan with OSC and apply this. Staff is currently implementing a multi-faceted approach using CDs, NYCLASS, and money market with Glens Falls National. This will allow the Village to leverage every dollar available and earn more than 2.5% interest on average. Trustee Girard said we still have over 3 million dollars not invested. The Mayor said we have just approved to invest in NYCLASS and the amount was not disclosed due to the conversation changing. Trustee Girard asks what amount is being invested. Trustee Gutheil said the Mayor has been irresponsible regarding investments. Trustee Gutheil stated he is not blaming staff and calculated the Mayor has lost the Village \$2,100 in 9 days. The Mayor said we can not invest money that is tied up. Trustee Gutheil said it is not tied up and is listed on our bank statement. The Mayor said we need cash flow to operate day to day operations. Trustee Gutheil said the Mayor and the Board are not on the same page and believes someone with a financial background should be brought in to give the Mayor advice only because you people do not get it and the Mayor likes losing money and spending money. Trustee Gutheil referred to the month ending statements of November and that we have just under 3 and 3 quarters of a million dollars. The Mayor said we are going to invest what is prudent in a diversified manner and with the Board just approving tonight to use NYCLASS, he has not had time to calculate an accurate figure. The Mayor said 3.2 Million of funds is tied up in TD Bank. Trustee Girard said we have done nothing in two months. Trustee Gutheil is going to go through previous bank statements and calculate how much money the Mayor has potentially lost.

15. **Motion #120722-11** to approve and file DPW, Police Dept, Animal Control, and Building Inspector Reports for November. Trustee Carota motions, the Mayor seconds. All in favor, motion passes. Trustee Orlow removed himself from the meeting prior to the motion.
16. **Policy regarding the use of Village vehicles on weekend while on call:** This item will be tabled for Counsel to review.
17. **Minimum Wage Increase effective 12/31/22 per NYS law (New rate \$14.20):** The Village is acknowledging this change and they anticipate to further increase to \$15.00 in the future.
18. **Quotes for Data storage for PD:** **Motion #120722-12** to approve the purchase of Clearview data systems RICI card scan maintenance for \$400 a year from account A3120.216 PD Computer Software. Trustee Carota motions, Trustee Girard seconds. All in favor, motion passes.

**Discussion:** The Chief stated this is for all files such as mugshots and fingerprints to be filed in a database with New York State so they have access to them. Our current fee is \$400 a year which would stay the same unless we want additional storage for in-house which the Chief believes we do not need.



**19. Motion to approve renewal for Employee Benefits**

- a. **Employee Health Plan:** Motion #120722-13 to name the following two plans as options for the employees on renewal for 2023. Acknowledging that the plan that is better to the existing plan does not become the new standard of same as or better to for PBA and CSEA members. Trustee Girard motions, Trustee Guthell seconds. All in favor, motion passes.

**Discussion:** Employees are currently on the Highmark Silver EX8000 plan and it is still offered with an increased premium. The other plan is CDPHP Bronze HDEPO Plan that offers more benefits at a lesser premium.

**20. Verizon Cell Tower Rental Agreement:** The Board will discuss this in Executive Session.

**21. Old Business:**

- a. Trustee Guthell asked what we can do with Bridge lights, there are several out and of different colors. TJ stated he has given numerous options to the Board previously and believes we should do what Glens Falls did and have new lights put in. TJ said he can budget for this. Trustee Guthell does not know why we were stuck with this bill due to it being a State Highway and the State should pay for it. Trustee Guthell also asked about ornament lights being out. TJ stated the workers check this periodically.
- b. Trustee Guthell asked about policy and procedures for the Police Department. The Mayor said it is a sizable document that will take the attorney an extended amount of time. Trustee Girard asked about the non-union employee manual. The Mayor said he has been reviewing several templates with staff in effort to create procedures for the new time clock.
- c. Trustee Guthell asked about the work being done to the Water Tower in regards to the Cell company making repairs and or changes. He is requesting more information into what exactly will be done.
- d. Trustee Guthell would like a report from the Police Department regarding active school shooter training. The Chief addressed this in the Fall previously, he has received some of the materials ordered but still waiting on more. The Chief plans on doing an active shooter drill at Oliver Winch Middle School but has not heard back and believes it will have to wait for February. The Chief currently does have a plan in place with South Glens Falls School District. The Chief said there is no policy stating other Police Departments have to help but it is assumed we would help Glens Falls and Glens Falls would help us for example. Trustee Guthell would like our department to have riot shields. The Chief stated we are in possession of them.

**22. New Business**

- a. **Ending of Auctions International Truck Auction:** Motion #120722-14 to accept the bid at \$3,300 for the DPW truck at Auctions International. Trustee Guthell motions, Trustee Girard seconds. All in favor, motion passes.

**Discussion:** TJ stated the Firehouse locks are an issue, over the years there has been an issuance of too many keys. He is working with Chief Corlew on current members and who has access to what keys. TJ has been talking with Center For Security and they can provide a key that can only be duplicated by that company



upon permission by Chief Corlew. They estimate it will cost less than \$500. There are currently three locks that will need to be addressed.

**b. Motion to engage RBT for auditing services.**

Discussion: Clerk Treasurer Berg reached out to the firm regarding the Board's questions. The auditing firm's minimum is \$24,000. Any further research that includes large amounts of entries, the firm will provide the information to the Office and Board for addressing on how to act further. Trustee Guthell has no interest in hiring the firm, he stated we have already spent \$32,000. He also said we had a contract to do an audit previously that was interrupted by the Mayor. Trustee Guthell does not support an additional audit and the budget does not allow for it. This item has been tabled and no motion was made.

**23. Trustee Reports:**

- a. Trustee Guthell wishes the Parade Committee to meet at some point.
- b. Trustee Guthell keeps getting tree grant information for Arbor Day and is unavailable to address these items in the time they requested.
- c. Trustee Guthell would like to report that Rick Leonelli is not available for six weeks but should have a replacement that is available.
- d. Trustee Guthell mentioned a virtual meeting for Moreau Blochar on the 19th of December at 6:00PM.

**24. Mayor's Report**

- a. The Mayor attended a community meeting along with Trustee Orlow. This was conducted by numerous community organizations to get public's feedback on how to bring the community together. The Mayor said this meeting was very productive and another one will be held at Pine Knolls Church in January and recommends anyone to join who wishes to make a contribution.
- b. We are in the process of re-evaluating our email accounts. Some accounts are exceeding their data limit and will not be able to receive anymore information. We will evaluate different platforms to resolve the current issues.

**25. Motion #120722-15** to enter Executive Session to discuss the following items: Health Insurance Renewal, George Moss Property, Fire Company Contract, and performance of an unnamed person or persons. Trustee Girard motions, Trustee Guthell seconds. All in favor, motion passes.

**26. Motion #120722-16** to adjourn Executive Session at 10:10PM and re-open the Public Session with no action taken. Note that Trustee Orlow was not present for Executive Session Trustee. Guthell motions, Trustee Girard seconds. All in favor, Motion passes.

**27. Motion #120722-17** to adjourn tonight's meeting at 10:11PM. Trustee Girard motions, Trustee Guthell seconds. All in favor, motion passes.

**Welcome Public**

**DRAFT**

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

**March 2, 2022**

**7:00 PM**

**Village Board Meeting**

**MAYOR NICHOLAS BODKIN PRESIDING**

**Minutes**

**Mayor Bodkin  
Trustee Orlow  
Trustee Girard  
Jana DeCamilla (Post-Star)  
JB  
Bill  
518-745-5328  
518-415-7363  
Jojo**

**Trustee Gutheil  
Trustee Carota  
518-879-9098  
Alan D  
JM  
Nick  
Samantha Berg  
518-792-4033**

**Motion 322022-1 to go into Executive Session at 6:01. Trustee Carota motions. Trustee Orlow seconds. All in favor. Motion passes.**

**Executive Session Items: CSEA, PBA, Open Items: George Moss, Glen Gate Plaza, PD Overtime, COVID Policy, Accounting/Audit, Performance of an unnamed person or persons, World Wide Update, yearly payment to Fire Company and potential applicant for Deputy Clerk/Treasurer and Clerk/Treasurer, Retirement Benefit.**

**Motion 322022-2 to adjourn Executive Session and reopen Public Session with no action taken. Trustee Orlow motions. Trustee Girard seconds. All in favor. Motion passes.**

**Moment of Silence in recognition of Mr. Paul Trombley, Our thoughts and prayers go out to his family at this time.**

**Public Forum 7:00 pm: No one from the public addresses the Board at this time. Public forum is closed**

**1. WIIA Water Project:**

**a. Water Tank Update: This was discussed in Executive Session with the contractor. Status of as-built plans, Anthony stated he does not have an update on this at the moment. Anthony can put something together for the Board if they would like him to.**

**b. Carbon Filtration Project: The electrical contract was signed last week and the Village should have received that binder with the executed project manual. Mary dropped off a binder to Samantha at the Village earlier today that includes the general**



contractor information. We had a review from counsel on the insurances and bonds. The contractor sent in the formal vs the draft. All we really need right now is for the contract to be signed and then we can sign a pre con meeting to issue a notice to proceed and get things in motion. We will need an extension for the EFC which is a lengthy process and this is being worked on. The DOH asked for some clarification of well configurations which we demonstrated to them and they gave verbal approval of the design. They will give written approval once they receive the signed paperwork. The Village needs to reach out to the bond counsel to make a modification based on the reward. Trustee Gutheil asked how much we are looking at borrowing. Anthony does not have this number right now but he can look this up. He believes that the budget analysis has been sent previously and nothing has changed on that since it was sent in. The funding is what it was from the beginning but when it comes to the bonds this is not something that Anthony can advise on. The pre con meeting can be done whenever the Village is ready but sooner would be better so that the contractor can start putting in their orders for the materials that are needed. The only thing that is holding this up is getting an answer from National Grid which Attorney Bartkowski is working on this.

**c. WIA Sewer Project**

**Sewer I&I Update:** KPI Repairs will be made in the spring and liability agreement is in place- There has not been an update on when KPI would be coming in. They will reach out to us. They did acknowledge the liability letter that was requested by the Board.

**2.CDBG Project, Project close out update:** We have presented all the paperwork for the close out that they require. We have approval of it. We just have to hold tight on the bills. They will do a project overview. If they have any questions, they will reach out to Delaware Engineering. One thing that we need to make a note of is that one of the contractors noticed a discrepancy with their check. It was a clerical error that was made at the beginning of the project. The balance needed has been sent to the Village but they have not received a check for this amount. The Village will need to make sure to get this check to the contractor. CDBG will not have to get involved or anything. The Village is prepared to cut this check tomorrow, sign it and send it to the contractor.

**3.GIGP Update, Update Project approval from GIGP/EFC:** If so, are we prepared to go to bid?- The Mayor and Anthony need to sit down and come up with a force account figure and an estimate from the DPW that we can provide to the EFC. This is the last item pending for final approval. We can put the project out there to look for bids whenever the Village is ready. Trustee Gutheil does not understand where the numbers came from and talked to another community. They put expansion tanks in. He asked if we have a provision for expansion tanks which we do not. They came up with the numbers based on information that was given to them by the Village to get the number of meters that would be needed. Anthony stated that there is a unit price for these items. If we don't use the items, then we don't pay for it. It is definitely better to have an excess than to not have enough.

**4.CDBG Baker Ave, Grant Application:** Trustee Girard and Trustee Guthiel contribute the following; The meeting was held on February 23rd. The following day a letter was sent to the Board detailing some of the explanations we received from CDBG. There have been some changes in the grant process but the changes are significant. They did encourage the Village to reapply. CDBG wants to be the last organization that a municipality applies to fund the project. So next time we apply to CDBG, we need to show that we have applied to other agencies. They

also want to show Village participation so the Village would need to demonstrate that we do have an account with savings that we do intend to put into the project and match part of the cost. The Village would also need a separate account with funds that would be dedicated to maintenance of the infrastructure that would be built. They want the project ready within 60 days of the grant award so that construction can begin. These changes would mean up front costs. These are just a few of the items but there will be a lengthy letter that would be sent out with all of the information. Trustee Gutheil asked why we weren't approved for the previous things we applied for. Anthony explained that we do not meet any of the criteria that were talked about during this meeting. These criteria will make it more difficult for us to apply for a grant through CDBG.

**5. New Business: None**

**6. Old Business:**

- A. Bridge Lighting: no response
- B. Part Time Officers Wanted: No discussion
- C. Trustee Gutheil wants to see financial statements on the agenda and minutes to approve every month.

**7. Transfers: None at this time**

8. Motion **322022-3** to approve bills as audited. Trustee Girard motions. Trustee Orlow seconds. Trustee Gutheil has a question about payroll. There was a department head that had more than 40 hours on the payroll and he wanted to know what they were paid for. There is also a voucher for purchasing uniforms for the defensive tactic training. He wants to know if this is something every officer will have to purchase and if so they need to look into this. All in favor. Motion passes.

9. Motion **322022-4** to appoint Clerk Treasurer, subject to a favorable conclusion to the interview process at a salary of \$60,000 dollars a year. Mayor Motions. Trustee Orlow seconds. Trustee Gutheil votes no because we are outside of the range of what the position was advertised at and this will cause issues throughout the rest of the workforce. Trustee Girard votes yes but has some issues when it comes to the budget as well. 4 yes and 1 no. Motion passes.

10. Motion **322022-5** to appoint Deputy Clerk Treasurer, subject to a favorable conclusion to the interview process at a rate of \$18.75 per hour. Mayor **Motions**. Trustee Orlow seconds. Trustee Gutheil voted yes but he stated that we really need to watch the budget. All in favor. Motion passes.

**11. RFP - Trash services, Engineering and IT Services:** Tabled until next meeting. We located the original engineering one but it needs some tweaking.

**12. Holiday Pole Lights on sale 33% off:** The Mayor has found additional vendors and is currently working on complete proposals.

**13. DPW Report, Water Department Training Request:** Motion **322022-6** to approve the request as submitted. Trustee Girard motions. Trustee Orlow seconds. All in favor. Motion passes.

Discussion: TJ asked about the line striping. He has to have this in by the 7th and wants to

know if anyone has an objection on what he has to do. No objection.

14. Motion **322022-7** to approve proceeding with the benches. Trustee Orlow Motions. Trustee Gutheil seconds. All in favor. Motion passes. TJ has three benches that were requested. He spoke to all three people and told them the cost and they are all fine with the cost.

15. Motion **322022-8** to receive and file the DPW Report, Police Department Report, and Animal Control Report. Trustee Orlow Motions, Trustee Girard seconds. Trustee Girard had a question about the police report. There was something about traffic stops, but they did not say where they were. We will need this information. All in favor. Motion passes.

**16. Update of local laws:**

- A. Plumbing- Update this to include PEX Piping. The attorney sent out a draft amending section 149-4. Table this until the next meeting to discuss further.
- B. Roadside debris- Attorney Bartkowski is looking into this still to determine what should be in the legislation.

17. **Fire Department Repairs exhaust fan quote:** TJ sent the quotes to the Board that he has received. Motion **322022-9** to approve the quote of \$4,400. Trustee Girard motions. Trustee Orlow seconds. All in favor. Motion passes.

18. **COVID Policies:** The Village still has the right to require masks inside the building. After March 16th, all meetings will have to be in person in order for votes to count. A final decision will be made at the next meeting regarding wearing masks.

19. **Trustee Reports:** Trustee Gutheil; Motion **322022-10** that we approve the purchase of the trees as outlined in the grant application. Trustee Girard seconds. All in favor, motion passes. Parade committee met and there is another meeting that will be held.

20. **Mayor's Report:** Trying to do our best to keep on top of everything and go from there.

21. **Executive Session if needed:** Trustee Gutheil believes we should.

Motion **322022-11** to go into Executive Session at 8:21 PM. Trustee Gutheil motions. Trustee Girard seconds. All in favor. Motion passes.

Motion **322022-12** To return from Executive Session at 8:54 PM with no action taken. Trustee Girard motions. Trustee Carota seconds. All in favor. Motion passes. Note, Trustee Orlow was not present for the Executive Session.

Motion **322022-13** to adjourn the meeting at 8:56 PM. Trustee Girard motions. Trustee Carota seconds. All in favor. Motion passes.



**DRAFT**

Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY12803  
February 25th,2022  
5:00 PM

**Village Board Meeting**

**MAYOR NICHOLAS BODKIN PRESIDING**

**Minutes**

**Attendance:**

Mayor Bodkin  
Attorney Bartkowski  
Tammy Daley

Alan Dubois  
Trustee Gutheil  
Trustee Girard

**Public Forum 5:00 p.m.**

1. Motion #022522-1 to enter Executive Session at 5:05PM to discuss item noted in the public notice to potentially hire unnamed person or persons. Trustee Girard motions, The Mayor seconds. All in favor. Motion passes.
2. Motion #022522-2 to adjourn Executive Session and reopen the Public Session at 6:02PM with no action taken. Trustee Girard motions, Trustee Gutheil seconds. All in favor. Motion passes.
3. Motion #022522-3 to adjourn the Public Session at 6:02PM. Trustee Girard motions, Trustee Gutheil seconds. All in favor. Motion passes.



# Center For Security

Tom Walsh & Scott Hogan  
1659 Route 9  
Clifton Park, NY 12065  
(518)383-5329

## Estimate

DATE	ESTIMATE #
1/5/2023	1017

NAME / ADDRESS
Village of South Glens Falls 116-1/2 Saratoga Ave South Glens Falls, NY 12803

Location	TERMS		Estimated By
Clerks Office	Pricing Valid for 10 Days		Tom W
DESCRIPTION	QTY	COST	TOTAL
Rekey Lock with 2 Keys per Lock	3	20.00	60.00
Copy of Key	24	2.75	66.00
Prevailing Labor to R&R (2) Panic Devices for Rekey	1	175.00	175.00
Service Call to Location	1	75.00	75.00
Gas Surcharge	1	10.00	10.00
50% down payment is required upon acceptance and balance in full is due at the completion of work.			
Sales Tax (7.0%)			\$0.00
SIGNATURE	TOTAL		\$386.00

## Center For Security

Tom Walsh & Scott Hogan  
1659 Route 9  
Clifton Park, NY 12065  
(518)383-5329

## Estimate

DATE	ESTIMATE #
4/6/2022	580

NAME / ADDRESS
South Glens Falls Fire Dept. 7 West Marion Ave S.Glens Falls NY 12803

Location	TERMS		Estimated By
	30 Days Net		Tom W
DESCRIPTION	QTY	COST	TOTAL
KeyMark IC Core with 2 Keys per Core	4	76.42	305.68
Small Format IC Mortise Housings	2	30.00	60.00
Small Format IC Rim Housing	2	30.00	60.00
KeyMark Key	56	8.50	476.00
Labor to Install New Cores and Housings	1.5	90.00	135.00
Service Call to Location	1	75.00	75.00
Gas Surcharge	1	10.00	10.00
50% down payment is required upon acceptance and balance in full is due at the completion of work.			
Sales Tax (7.0%)			\$0.00
SIGNATURE	TOTAL \$1,121.68		