

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY12803
January 19th, 2022
6:00 PM

Village Board Meeting

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

Mayor Bodkin	Attorney Bartkowski
Trustee Girard	Stephen Petrasovic
Nick	Jason Martin
Trustee Orlow	Bill
Lisa Deputy Clerk Treasurer	Alan D
Trustee Gutheil	Building Inspector James Woods
Bob Ulrich	518-798-3523
Trustee Carota	Kevin
Caller 1	856-668-6794
TJ Chagnon	

Motion **01192022-1** to go into executive session for CSEA, Open Items: George Moss, Glen Gate Plaza, Fire Company, Contract and repairs, Water/Sewer billings, PD Overtime, COVID Policy, Performance of an unnamed person or persons. Trustee Gutheil motions. Trustee Girard seconds. All in favor. Motion passes.

Motion **01192022-2** to adjourn executive and go into open session with no action taken. Trustee Orlow Motions. Trustee Girard seconds. All in favor. Motion passes.

Public Hearing 7:00 Wilson and Haviland Avenue CDBG Project: The Village had penciled in a public hearing but unfortunately, we can not conduct this hearing because we did not have enough time for it to be noticed. Motion **01192022-3** to schedule a new public hearing on Wednesday, February 2nd. Trustee Orlow Motions. Trustee Gutheil seconds. All in favor. Motion passes.

Public Forum 7:02 pm: Bob Orway has a question about the water meters that are being installed. His question is why is it necessary to incur this expense and not just leave everything the way it is? Did we put an RFP out to engineers to put in a design for the carbon filter system? What product did they specify and did we go out for bids on that? He also asked if we had looked into DE filtration rather than carbon filtration. He stated that this kind of filtration would be cost saving. The Mayor stated that we are doing the



water project because we received a grant and are only responsible for paying 25% of the cost. This will enhance water conservation efforts. This will also help to correct the fee structure that is currently in place. This will also lead to less water shortages and will put less water restrictions on users throughout the year. Our current contract limits the amount of water we can purchase if we did need water if the village was to run low. We have trace amounts of PFOA and PFOS in our drinking water and the carbon filtration system will filter these out of the water. Delaware Engineering gave the lowest bid so that is why we went with them.

1. WIIA Water Project:

A. Water Tank Update: None

B. Carbon Filtration Project Bid Proposals and analysis- Delaware Engineering sent a proposal to the Village for the alternatives that were looked at. They are waiting for a response on that. The Village has requested an extension on the bids until we get approval from the DOH. Anthony will ask the lowest bidder if they would be willing to give an extension on their bid. Trustee Gutheil believes that this is a major expense and needs to be looked into more before we make a final decision.

C. Sewer I&I Update, KPI. None

2. CDBG Project: Project close out update, Delaware Engineering does not have the final approval yet but they have everything submitted.

3. GIGP Update, Update:

a. Adjust Budget amount to 1.2 million- Trustee Gutheil believes that this budget is still high. Trustee Girard also thinks that we can come lower. The Mayor chose 1.2 million so that we would have a cushion to utilize the full amount of the grant money. In order to utilize the full grant the budget would have to be 1.33 million. Trustee Gutheil believes that there are other options out there that we need to look into. There was discussion with Anthony and the Mayor that this is the budget that we would need to have for the project so Trustee Gutheil is ok with amending the budget.

Motion 01192022-4 to amend the budget to 1.2 million Trustee moves to amend the budget to 1.2 million. Trustee Orlow seconds. All in favor. Motion passes.

b. Where do we currently stand?- They are ready to go to bid on this project at the Village's convenience.

Trustee Gutheil asked if we are committing to doing the AMI system. Anthony stated that this was discussed back in June or July of 2021. The Board agreed that the AMI was the way to go with the project. If we wanted to do something else, paperwork would have to be done and approved.

Trustee Gutheil thinks that we are headed down the wrong path and need to look into something else and will not be supporting it.



4. **CDBG Baker Ave, Grant Application:** Anthony has not received any word from CDBG. A phone call will need to be done to discuss the denial once they have the letter.

5. **New Business.**

- A. **Job opening for Deputy Clerk Treasurer:** All interested candidates should apply on indeed.com or direct their resumes to Mayor Bodkin at mayor@sgfny.com
- B. **Part Time Police Officers Wanted:** Please reach out to Chief Gifford
- C. Trustee Gutheil would like to make a motion that we make it a policy of the Village Board that if two board members want to call a special meeting of the Village Board, they can. The Mayor stated that he believes we have to follow NYCOM procedures in regards to calling meetings. In order to take action we have to look into this further to make sure that doing this is legal. This will be tabled until counsel can review and advise the Board.

6. **Old Business:**

- A. **Bridge Lighting:** The Mayor has gone to different sources to find out information in the past. The quote he had received was for all of the lighting in the village. He reached out for a quote for just the bridge lighting and has not yet received a response.
- B. Trustee Gutheil stated that he is getting financials without some of the revenues listed. He would like to know what our reserves are and what the water and sewer amounts are. He stated that he would also need to know what our fund balances are.
- C. Trustee Gutheil got an email that we now have the auditors contract that was dated December 17th. He is wondering what happened with that. He stated that there is also an SLFRP program where we might be able to get some funding from. The Mayor asked Trustee Gutheil to forward this to the Board.

7. **Transfers:**

- a. From: A1990.400
To: A1325.404
Amount: \$79.99
- b. From: A1990.400
To: A1325.407
Amount: \$1,586.47



c. From: A1990.400
To: A5410.400
Amount: \$345.79

d. From: A1990.400
To: A1325.140
Amount: \$1,134.10

Discussion: Trustee Gutheil stated that we are going over our budget on some of these items and he would like a print out of all three accounts to see what we are going to do for the next five months. He noted we usually never go over budget for the Clerks Office.

Motion 11922-5 to approve the transfers as noted. Trustee Carota moves, Trustee Girard seconds. All in favor except for Trustee Gutheil who abstained. Motion passes.

Discussion: There is no further discussion.

8. **Approve Bills: Motion 11922-6** to approve the bills as audited. Trustee Orlow moves. Trustee Girard seconds. All in favor except for Trustee Gutheil and the Mayor who abstain. Motion passes.

Discussion: Trustee Gutheil stated that he believes that vouchers were added to the last warrant between when they were added and when they were approved. He believes that the chromebooks and microphones were added and paid for and if this did happen he wants it on record that he did not approve this and that this being paid was not done properly. The Mayor stated when he added the chromebook and microphones to the warrant, no one had signed the warrant so he assumed no one from the Board had reviewed the warrant yet. Trustee Girard added that he voted yes for purchasing the chromebook and microphone which would have passed the motion. Trustee Gutheil was told the money was not to be taken out of the Trustee's account. The Mayor will look into this to see why it was posted to the Trustee's account.

9. **Magna 5 / Verizon State Contract Discussion:** The Mayor reached out to Verizon for pricing. He has not heard back and will follow up once more.
10. **RFP for Trash services and IT Services:** There will be an increase in fees for IT services. The Mayor would like the board to consider RFP for the IT Services and trash services. Trustee Girard believes that we should also do an RFP for engineering.
Trustee Gutheil would like to look further into cleaning for the firehouse.



Motion 11922-7 to approve sending of RFP for Trash services, IT services, and engineering services. Trustee Girard motions. Trustee Orlow seconds. All in favor. Motion passes.

11. **Water Penalty Refunds:** This has been discussed in depth with counsel. The credit that anyone should receive will be noted on the next water/sewer bill.
12. **Holiday Pole Lights on sale 33% off:** This is the time of year when they offer the biggest discount. The Mayor wants to see where the board is on the purchase of additional pole lights. Trustee Girard would say yes to this. We should be able to put out some new ones every year. Trustee Orlow supports this as well. Trustee Gutheil is not opposed to buying some but how many would we get and he asked how much we have in the budget for it. Trustee Gutheil believes that we should look at the budget before we do anything.
13. **Quickbooks Update:** Joy was not on the call.
14. **Copier update:** We have reviewed the old copier agreement and the new copier agreements. Attorney Bartkowski wanted some clarification from them so the Village knows exactly what machine they are buying and the year of the machine. They are ready to bring in the new machine. We would be leasing the machine and there is an option to purchase at the end of the lease.
15. **Update of local laws:** There is a worksheet that we have been contributing to over the last several months. There are a few items we need to visit.
 - A. **Overnight Parking:** This does not specify the December 1st through March 1st enforcement period that we all thought was there so this is one local law that the Board should consider amending. Trustee Carota and Girard support this.
 - B. **Updating our code to include stop signs at Brentwood and Woodcrest:** The Board supports this.
 - C. **Putting a 15 mph speed zone around our local park:** The Board supports this. Trustee Girard said we have to make sure that this is being enforced if we do approve this. It is a village street so we would be able to do this.
 - D. **Roadside Trash:** We need to put a local law that allows a person to put something out for 3 days and on the 4th day they would have 24 hours to remove the item or the village will take it for a charge. Board supports this. Trustee Carota has asked if there is a way for us to just eliminate



people from putting things on the side of the road. We could put a penalty in place for anyone who violates this. The Mayor has asked Attorney Bartkowski to come up with a few different variations when she drafts up the law.

- E. **Nuisance Law:** Updating this to be more stringent and encompass more challenges. Stronger code provision would go a long way for future things. Board supports this. Trustee Girard says that we should go to a point system.
 - F. **Creating a law to prohibit engine brake use:** There have been a lot of complaints about the engine brake use. The Board supports creating a law to prohibit this.
 - G. **Parking Tickets:** Tiered parking ticket system is what we were using. This system is not really working and there has been some pushback from the court. The Mayor thinks that there should be a straight parking ticket fee instead of a tiered system.
 - H. **Upgrade our code to include materials other than copper:** The cost of copper just keeps increasing and other materials would be more cost effective. * Make this one a priority to change.
 - I. **Update our water code:** Definitely needs to be done if we are going to have meters.
16. **FOIL Appeals Officer:** We have never appointed an official appeals officer. It is most commonly the Mayor that is the appeals officer. **Motion #11922-8** to appoint the Mayor as the appeals officer. Trustee Carota moves. Trustee Girard seconds. All In favor except for Trustee Orlow who abstained and Trustee Gutheil who voted no. Motion passes. Discussion: Trustee Orlow and Gutheil believe it should be the Board. Trustee Gutheil stated for the record this is the last line before we end up in litigation for article 78 and believes the Board should be involved.
17. **Northline Utility Request:** They would like to utilize some property behind St. Michaels to store some equipment for 3 months which is Village property. The Board approves of using the old contract that was in place when this was done previously. Attorney Bartkowski can send this information to TJ so that he can look it over and let Northline know what they would need to do. TJ stated this will be less equipment than the previous agreement. TJ and Attorney Bartkowski believe the previous contract was \$1,000 a month. This will start in February for up to 3 months. **Motion 11922- 9** to authorize the Mayor to sign the Northline utility contract to lease the space for the period and terms in the contract once Counsel has prepared it and liability insurance is received. Trustee Gutheil motions. Trustee Orlow seconds. All in favor. Motion passes.

18. **DPW Truck Request, F550 truck request:** TJ stated that this was in his budget for this year and was approved. The truck we are replacing is failing. It is a 2004. The funds for this purchase would be coming from chips funds. The total amount is \$71,475. **Motion 11922-10** to approve the purchase of the F550 truck. Trustee Orlow motions. Trustee Carota seconds. All in favor. Motion passes.
19. **Water Department Truck Request, F250 Truck Request:** This would be a state contract. We budgeted money for the truck and the plow. Total would be \$42,576. The trailer towing package is included. Spare tire and wheel is also included. **Motion 11922- 11** to approve the purchase as noted and described. Trustee Orlow Motions. Trustee Girard seconds. All in favor. Motion passes.
20. **Turbidity Meter:** The current meter failed and TJ has secured some quotes for some replacements. The recommendation is to purchase and install it themselves. We will save about \$1,150 dollars buying a new one and installing it rather than having the old one rebuilt. **Motion 11922-12** to purchase a new Turbidity Meter. Trustee Gutheil motions. Trustee Girard seconds. All in favor. Motion passes.
21. **Fire Company Contract:** **Motion 11922-13** to authorize the Mayor to sign the fire company contract as presented. Trustee Gutheil motions. Trustee Orlow seconds. All in favor. Motion passes.
22. **Fire Department Repairs exhaust fan quote:** This will be tabled until the rest of the details are prepared. The \$2,800 dollar quote will have to be retracted because there is another defective sensor that has to be looked at. The Mayor has asked TJ to purchase some carbon monoxide detectors in the meantime and have them put in the bay area.
23. **Security camera installation update:** They are all complete.
24. **Shared Services DPW:** The Mayor sent an email to the Town Supervisor of Moreau and Town of Northumberland to see if there is any interest in having a shared services agreement.
25. **COVID Policies:** Attorney Bartkowski sent out information on this. Trustee Gutheil stated that there are some things we may need some clarification on. This will be discussed further in the next meeting. Attorney Bartkowski has asked if something provisional should be put into place to rely on for the time being. **Motion 01922-14** to approve the covid policy with the amendments noted in tonight's session. Trustee Orlow motions. Trustee Girard seconds. All in favor. Motion passes.



26. **Trustee Reports:** Trustee Orlow stated that he has been asked by many people what is going on with the Moss property and how long will they have to look at it. There are things in the works and action will be taken.

27. **Mayors Report:** Nothing from the Mayor

Motion 11922-15 to adjourn tonight's meeting at 10:38. Trustee Gutheil had asked about a job application and if it should be discussed in executive session. This will not need to happen. Mayor motions. Trustee Girard seconds. All in favor. Motion passes.