

Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
May 7, 2025  
Regular Village Meeting @ 7:00 PM

**Regular Village Board Meeting**  
MAYOR JOSEPH ORLOW PRESIDING  
Minutes

**Attendance:**

Mayor Orlow  
Trustee Carota  
Trustee Comstock  
Trustee Middleton  
Attorney Bill Nikas  
Bill Ramsey  
+18566686794

Clerk Treasurer Samantha Berg  
DPW Superintendent TJ Chagnon  
Tim Pease  
Nick Havens  
Jeff McCabe  
TJ Wade

The Mayor opened the meeting at 7:00 PM.

Pledge of Allegiance

**Public Forum**

- The tree-lighting ceremony is normally held on Friday evening, but it may be more attended if moved to Sunday afternoon. There was further discussion about a horse-drawn carriage ride and the Village to split the \$500 cost. The committee would also like to add a sleigh at the gazebo for Santa.
    - **Motion 050725-1 to move the Tree-Lighting Ceremony from Friday evening to 2:00 pm Sunday and provide \$250 towards the cost of the horse-drawn carriage ride:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
  - Bill Ramsey - 16 Harrison Avenue: He would like something done about the Harrison Avenue speeding issue.
1. **Swearing in of new Trustee:** Trustee Zachary Baxter was sworn in as Village Trustee by Justice Jeff McCabe.
  2. **Grant Projects Update**
    - a. **GIGP**
      - i. **Project Update:** Final installation was completed on 04/23/25. The Board needs to decide how to move forward with the two uninstalled meters and plumbing conditions.



**b. CDBG Grant update**

- i. **Current Status:** The RFP and RFQ for engineering services are currently in review with OCR.

3. **Motion 050725-2 to approve Transfers:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

A 1440.100	A 1325.402	\$5,000.00	Clerk's Office Training
A 1010.401	A 1010.400	\$53.85	Trustee Contractual Expense
A 1325.202	A 1325.401	\$22.46	C/T Service Equipment
A 1440.200	A 1440.400	\$108.00	Bldg Insp Contrual Expense
A 3120.100	A 3120.103	\$20,000.00	P.S. P.T. PD Officers
A 3120.412	A 3120.418	\$162.32	PD Cleaning & Supplies

4. **Motion 050725-3 to Approve the Bills and Payroll as Audited:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

- a. General - \$45,347.34
- b. Water - \$27,397.93
- c. Sewer - \$2,630.73
- d. Payroll -
  - i. 04/16/25 - \$24,349.50
  - ii. 04/23/25 - \$24,764.37

5. **Motion to allow the Mayor to sign new retainer agreement:** PFAS lawyer wishes to collect all of their fees from the first installment of settlement. Attorney Nikas to reach out to Napoli and revise the agreement. No motion made.
6. **Motion 050725-4 to receive and file DPW, PD, Animal Control April monthly reports:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
7. **Motion 050725-5 to purchase 4 Kennedy Fire Hydrants from FX 8340.400 for \$15,580.00:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
8. **Motion 050725-6 for DPW PC Replacement from A 1640.200 for \$1,304.49:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
9. **Motion 050725-7 for an RFP for website revamp:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** NYS law recently passed requiring all municipalities to move to a gov website. Our website needs a complete revamp and rebuild to meet the law requirements and to be ADA compliant.



10. **Motion 050725-8 to approve Edmunds WIPP:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** The Clerk's Office is asking the Board to move forward with allowing online payments and online access to reduce some of the workload currently spent on the phone and emails with realtors, etc. This will come from next year's budget but the Board needs to approve the Mayor to sign the agreement to start the process that will be paid from 25-26 FY budget account code A1325.202
11. **Motion 050725-9 to approve Forte credit card processing agreement:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Motion to allow the Mayor to sign the agreement with Forte to provide credit card processing with no charge to the Village except for the terminal. The service fees will be passed on to the resident. Credit card terminal to be paid from A 1621.200
12. **Motion 050725-10 for 36 Charles Street request for a refund of \$30.00 Pool Charge as the pool is no longer on the property:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
13. **Motion 050725-11 to purchase replacement Holiday Pole Decorations to be paid from A 7550.0400:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
14. **Motion 050725-12 to approve Museum Sign replacement to be paid from A 7450.0402:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.
15. **Carbon Media Bid**  
a. **Notice of Award**  
1. **Virgin Media - \$1.97/lb.**  
2. **Recycled Media - \$1.07/lb.**  
**Motion 050725-13 to move forward with bid from Carbon Activated Corp:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.
16. **Motion 050725-14 to transfer \$50,000.00 from Fund Balance to a new reserve for technology replacements and upgrades:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.
17. **Parking Lot Camera:** Tabled for next meeting.



## 18. Old Business

### a. Betar Byway Upper Trail Restroom

- i. **Motion 050725-15 to transfer \$11,000.00 from A 1990.400 to A 7110.407:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.
- ii. **Motion 050725-16 to purchase ADA compliant restroom from Chery Industrial to be paid from A 7110.407:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

## 19. New Business

- a. **Erie Canal Exhibit:** Reed Antis has brought the 200 years of Erie Canal exhibit to the Village.
- b. **Motion 050725-17 to allow the Mayor to sign the Common Roots Run agreement to waive the \$30.00 fee for use of the gazebo:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.
- c. **Motion 050725-18 to designate May 1 as Go Purple for Kids Day:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.
- d. **Motion 050725-19 to allow the Mayor to sign the agreement to waive the park request fee for the use of the park for the Adirondack Runners Club Run on 06/08/25:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
- e. **Motion 050725-20 to allow the Mayor to sign the contract to renew CSEA Vision coverage to the employees with no change in the rate:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.
- f. **Speed Control Signs:** It was asked that the Chief acquire quotes for speed signs to follow procurement before placing the order.
- g. **Motion 050725-21 to engage an engineer to conduct a Water/Sewer rate analysis and review asset allocation of \$3,500.00 from A 8340.403 to A 8310.411:** Trustee Baxter motioned, Trustee Comstock seconded. All in favor, motion passed.  
**Discussion:** Phone call with Anthony from Delaware Engineering regarding Baker and Jackson Avenue, overall water infrastructure and distribution systems, and writing the grant(s).



- h. **Motion 050725-22 to waive the Water/Sewer bill penalty for 19 Grant Blvd:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** Resident called the Clerk's office to report that he had not received his Water/Sewer bill promptly and requested a waiver of the 10% penalty. When our Water/Sewer payment policy was explained, and the Clerk's Office had no authority to adjust his bill, he was unnecessarily rude. He was then directed to speak to Trustee Middleton. An electronic lock will be installed for the Clerk's Office door to ensure that no unauthorized persons can enter.

## **20. Trustee Reports**

- a. Trustee Comstock asked about the possibility of including a 21 Gun Salute in the Memorial Day cemetery. Someone from the public suggested reaching out to the local VFW.

## **21. Mayor's Report:**

- a. Mayor Orlow is looking forward, with a new Board, to work on infrastructure.

**Motion 050725-23 to adjourn the Regular Village Board Meeting at 8:15 pm:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

