

Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
May 21, 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  
Ken Scherl  
CR  
R2D2

Clerk Treasurer Samantha Berg  
DPW Superintendent TJ Chagnon  
Dennis Duvall  
Reed Antis  
Tim Pease  
TJ Wade  
Kathy Donna  
JM  
Village of South Glens Falls

The Mayor opened the meeting at 7:00 PM.

Pledge of Allegiance

**Public Forum**

- **Mayor Orlow - Introduction of the new Board:** Zach Baxter, works for the City of Amsterdam as the Plant Manager of Water and Wastewater plants, and also in the engineering department as a full-time practicing PE licensed engineer. Tim Carota brings years of experience as a long-term Board member. Keith Comstock brings his Planning Board experience. Claude Middleton, Deputy Mayor/lead Trustee, who will be researching how the Village runs and implementing training. Samantha Berg, Clerk/Treasurer, brings a wealth of experience to assist the Board
- **Dennis Davall** asked about sign zoning to be visited and updated. He feels that Village legislation for how long a burned-out building can stand before demolition should be established like other municipalities have done. He also asked for follow up on complaints that are being processed by the Building & Codes department.
- **Reed Antis, Village Historian**, would like a security system out of concern for the safety of the museum collection.
- **Ken Scherl, 46 Harrison Avenue**, brought in items collected from 48 Harrison Avenue to the Board. There is an understanding of frustration from this resident; however, bringing in hazardous waste for shock value and intimidation is unacceptable. Attorney Nikas will be sharing the correspondence he has been working on. The process is labor and time-intensive.

1. **Andrea McMaster, AMP Energy:** Energy consultant for businesses, schools, and municipalities. Sent out bids for natural gas and electricity. New York State has a threshold for natural gas usage that the Village didn't meet, but did receive bids for electricity. An offer can be submitted with a fixed rate, not going over an amount threshold. NY is still at a \$.08 - \$.09 per kilowatt pricing. Working with National Grid to replace current meters that are not being read properly at no cost to the Village. Community Solar normally offers a 10% savings, and can look into that as an option. The Board will look at the information for a later time. Will be moving forward first with energy audits.
2. **Grant Projects Update**
  - a. **Carbon Filtration**
  - b. **GIGP**
    - i. **Change Order #1 - \$65,061.25:** A change order request was received from Ferguson for additional parts required for installations. A meeting with our Water Sewer Committee, engineers, and Ferguson will be set up.
    - ii. **Punchlist:** Several properties are unable to be installed due to plumbing conditions, as well as some that refused. Mayor Orlow will be researching options and will discuss at the next meeting.
  - c. **CDBG**
    - i. Release of Funds has been received from OCR for Ferry Blvd.
    - ii. The RFP and RFQ will be sent to OCR for approval to go out for solicitation. Once OCR approves the RFP and RFQ, we can go forward with the project and go to bid.
3. **Motion 052125-1 to approve the Baker and Jackson Avenue Engineering Report/IUP:** Trustee Baxter motioned, and Trustee Comstock seconded. All in favor, motion passed.
4. **Motion 052125-2 to approve Transfers:** Trustee Carota motioned, and Trustee Middleton seconded. All in favor, motion passed.

A 1990.400	A 1210.100	\$1,876.00	Mayor Personal Services
A 1990.400	A 1210.403	\$144.00	Mayor FICA
A 1010.402	A 1010.400	\$22.00	Trustee Contractual Expense
A 1325.202	A 1325.404	\$125.00	C/T Office Supplies
A 1325.202	A 1325.422	\$226.00	C/T Alarms & Monitoring
A 1640.406	A 1640.401	\$165.00	DPW Safety Shoes
A 1640.406	A 1640.414	\$215.00	DPW Shirts and Pants
A 3120.404	A 3120.413	\$57.00	PD Miscellaneous
A 3120.412	A 3120.418	\$300.00	PD Cleaning & Supplies
FX 8320.405	FX 8310.409	\$180.00	Water Computer Support
FX 8320.405	FX 8320.406	\$165.00	Water Pump Station Heat
G 8130.411	G 8131.403	\$800.00	Sewer C. G.F. Treatment Facility

a.

5. **Motion 052125-3 to approve the Bills and Payroll as Audited:** Trustee Carota motioned, and Trustee Middleton seconded. All in favor, motion passed.
- a. General - \$13,828.52
  - b. Water - \$1,246.89
  - c. Sewer - \$471.20
  - d. Payroll -
    - i. 04/30/25 - \$31,680.54
    - ii. 05/07/25 - \$24,409.83
    - iii. 05/14/25 - \$24,218.37
  - e. Special - \$475,273.00
  - f. Parade - \$1,600.00
6. **Motion 052125-3 to receive and file the monthly Buildings & Codes Report for April 2025:** Trustee Carota motioned, and Trustee Baxter seconded. All in favor, motion passed.
7. **Motion 052125-4 to receive and file the resignation of Linda Albert as a member of the Zoning Board:** Trustee Carota motioned, and Trustee Comstock seconded. All in favor, motion passed.  
**Discussion:** The Board thanks Linda for her years of service.
8. **Motion 052125-5 to receive and file April financial reports:** Trustee Carota motioned, and Trustee Middleton seconded. All in favor, motion passed.
9. **Motion 052125-6 to appoint Molly DeVaux as a Deputy Registrar:** Trustee Middleton motioned, and Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** With the new role of Deputy Clerk Treasurer, Molly should be able to serve as Deputy Registrar in the event she is the only one in the office.
10. **Motion 052125-7 to amend the 25-26FY budget:** Trustee Baxter motioned, and Trustee Comstock seconded. All in favor, motion passed.  
**Discussion:** Due to formula errors in the spreadsheet, which will be completely revamped next fiscal year.
- General Fund
- 1. Amend A 1325.100 C/T Personal Services - \$151,937.00
  - 2. Amend A 1325.800 C/T FICA - \$11,624.00
  - 3. Amend A 599.0000 Appropriated Fund Balance - \$285,627.00
- Water Fund
- 1. Amend FX 8310.100 Water Admin Payroll - \$89,768.00
  - 2. Amend FX 8310.811 Water Admin FICA - \$6,867.00
  - 3. Reduce FX 599.0000 Appropriated Fund Balance - \$182,175.00
- a.
11. The Board recognized new Fire Dept Member John Ruthosky and thanked him for his service.
12. Hydraulic Model results have been received in both paper and electronic form. The Water/Sewer Committee will meet with TJ to discuss.

13. The Water/Sewer Committee has decided to do the water and sewer rate analysis in house rather than proceed with an RFP.
14. **Motion 052125-8 to approve DPW Summer Part-Time Help:** Trustee Middleton motioned, and Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Michael Winters and Connyr Lorey are welcomed back again this year as Part Time Summer help.
15. Thank you from the Board and DPW for the efforts of Boy Scout Troop 99 over the last few years, every spring, trying to cut and remove as much of the invasive vines as they can from the nature trails.
16. **Motion 052125-9 to approve replacement of Mower Deck from A 5110.405 not to exceed \$3,845.00:** Trustee Baxter motioned, and Trustee Comstock seconded. All in favor, motion passed.  
**Discussion:** TJ received one quote and was still soliciting for others, but companies have been non-responsive.
17. **Time Clock Policy:** Policies and procedures are required to be set by OSC.  
**Discussion:** The Board to discuss in Executive Session.
18. **Motion 052125-10 to approve Minutes 3/26/25, 04/02/25, 04/07/25, 04/09/25:** Trustee Comstock motioned, and Trustee Carota seconded. All in favor, motion passed.  
**Discussion: None.**
19. **Motion 052125-11 to encumber the funds for a Parking Lot Camera from A 1621.200 (\$614.99):** Trustee Baxter motioned, and Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** In the next fiscal year, the security systems in Village Hall should be combined into one system. They are currently with two different providers for the front and back halves of the building. The Board should also consider security for the park due to repeated vandalism.
20. **Retirement Resolution:** **Tabled**
21. **Motion 052125-12 to approve the Clerk's Office Training at the July Clerk School from A 1325.402 (\$1,000.00):** Trustee Carota motioned, and Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** There is a training class coming up in Latham for Clerks. Samantha would like her and Molly to attend, and then for Samantha and Lorie to attend the NYCOM Fall Training School in Lake Placid.

## 22. Old Business

- a. **Motion 052125-13 to approve Speed Control Signs (4) from A 1990.400 to A 3120.200 (\$15,167.60):** Trustee Orlow motioned, and Trustee Carota seconded. All in favor, motion passed.  
**Discussion:** The Board previously discussed purchasing 4 speed signs for various streets around the village for speed control.
- b. **Motion 052125-14 to approve Town of Moreau/VSGF paving project:** Trustee Middleton motioned, and Trustee Comstock seconded. All in favor, motion passed.  
**Discussion:** The Town would like to work with the Village in an IMA of sorts to do some paving in the Village, and there would be cost savings to the Village in doing so.

## 23. New Business

- i. **Motion 052125-15 to approve the Veterans Park use request for a Ukelele Orchestra Concert on 7/24/25:** Trustee Middleton motioned, and Trustee Comstock seconded. All in favor, motion passed.
- ii. **Food Trucks Local Law, Permit & Fee:** The current food truck vendor fee is \$500.00 per day. There will be a need for guidelines, such as event-only, to keep it fair to local restaurant businesses. Hudson Falls has an extensive policy that Attorney Nikas will send his copy to the Board. Trustee Middleton to work on an updated policy for the next meeting.
- iii. **4-Way Stop at Harrison Avenue:** The Board can set up a safety committee.

24. **Trustee Reports:** Trustee Middleton advised the Village still has grant money from 2015 for DPW. He also participated in a ride-along with DPW.

25. **Mayor's Report:** Mayor Orlow met with Jesse Fish. The Town is willing to work with the Village. They discussed the Fire Department and opening Sandbar beach. They are currently advertising for lifeguards. He also had a meeting with CT Male and will be attending the NYCOM conference at the Sagamore.

### **Affordable Housing Grant**

**Motion 052125-16** for reviving funds from the Affordable Housing Grant: Trustee Carota motioned, and Trustee Baxter seconded. All in favor, motion passed.

**Discussion:** \$11,086.90 funds available to assist residents who need financial assistance in upgrading their homes (e.g., plumbing for a water meter). The Village will file a lien against the property, and a resident who is assisted cannot sell their home for at least 5 year

26. **Motion 052125-17 to enter into Executive Session at 8:32 pm for Clerk's Office accrual policy, Labor attorney, PBA negotiations:** Trustee Carota motioned, and Trustee Baxter seconded. All in favor, motion passed.

**Motion 052125-18 to adjourn from Executive Session at 9:12 pm to the Regular Village Board Meeting:** Trustee Middleton motioned, and Trustee Comstock seconded. All in favor, motion passed.

**Discussion: None.**

**Motion 052125-19 to change the Clerk's Office Vacation policy from accrued vacation time throughout the year to vacation time given for immediate use beginning every June 1:** Trustee Middleton motioned, and Trustee Carota seconded. All in favor, motion passed.

**.Discussion: None.**

**Motion 052125-20 to adjourn the meeting at 9:13 pm:** Trustee Baxter motioned, Trustee Carota seconded. All in favor, motion passed.