

Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
August 20, 2025  
Regular Village Meeting @ 7:00 PM

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

**Attendance:**

Mayor Orlow	Clerk Treasurer Samantha Berg
Trustee Carota	Part-Time Clerk Elizabeth Hewitt
Trustee Comstock	DPW Superintendent TJ Chagnon
Trustee Middleton	Alan Dubois
Attorney Bill Nikas	Tim Pease
TJ Wade	Harry Gutheil, Jr.
Bill	Bill
CR	JM

The Mayor opened the meeting at 7:00 PM.

Pledge of Allegiance

**Public Forum**

- **Tim Pease, South Glens Falls Fire Dept:** Inquired about the current contract with the Village that expires at the end of the year - \$45,000 June 30th Payment and about next year's proposal that states \$41,000 instead of \$45,000 - the Clerk/Treasurer will research and follow up.
  - **Harry Gutheil, Jr. - 23 Spring St:** Need to update website with current budget. Asked about the original \$10,000 budgeted and the \$5,000 transfer for the PBA attorney, the Mayor will follow up with a personal meeting. Asked about a transfer for in-house training for the Clerk's Office. Inquired about FOIL request being a Board policy or NYS policy. Thought the Sick Time Leave Bank from working employees to help another employee is a good idea. Wanted to know about the refund of the water bill on Item 9 - a computer error in the software during the changeover. Asked about relevies on Item 12 - there was a computer problem with the parcel number from Saratoga County. Thanked TJ Chagnon for all his hard work.
1. **Motion 082025-1 to move the 09/17/25 Regular Village Board Meeting to 09/24/25 due to the Clerk's Office and Board Members to be attending NYCOM in Lake Placid during that week:** Trustee Comstock motioned, Trustee Middleton seconded. All in favor, motion passed.

2. **Motion 082025-2 to allow the Mayor to sign the Engineering Agreement to engage Suozzo - Doty as the Village Designated Engineers:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

3. **Grant Projects Update**

a. **Carbon Filtration**

- i. **Motion 082025-3 to approve to go to bid for Dehumidifier:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** The carbon filtration plant is in need of humidity mitigation as the high temperatures are causing large amounts of condensation on the vessels and inside the building. This creates a high moisture situation.

b. **GIGP**

- i. **Project Update:** A test reading was done of the water meters to verify readings. The meters now appear to be reading correctly but the read resolution of the meters needs to be examined.

c. **CDBG Grant update**

- i. **Current Status:** Waiting for a contract from Barton & Laguidice to engage them as the engineer of record for the CDBG project to go to bid asap. Upon receipt of the contract, a Special Meeting will be announced.

4. **Motion 082025-4 to approve Transfers:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

a.	A 1990.400	A 1325.101	\$745.55	C/T Overtime - Gollhofer training
	A 1990.400	A 1430.404	\$5,000.00	PBA Attorney
	A 5110.100	A 8140.100	\$2,000.00	Storm Sewer Personal Services

5. **Motion 082025-5 to approve the Bills and Payroll as Audited:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

- a. General - \$ 21,523.42
- b. Water - \$ 70,110.01
- c. Sewer - \$ 1,433.02
- d. Payroll -
  - i. 08/06/25 - \$ 25,798.92
  - ii. 08/13/25 - \$ 26,118.16

6. The Clerk's Office would like to welcome Liz Hewitt as a part-time clerk.

7. **Motion to approve an Employee Sick Leave Bank:** The Board received a letter from Molly DeVaux and TJ Chagnon regarding the possibility of establishing a sick leave bank for employees. There is consensus among the employees that this is a welcome thing. The Board will research other Villages/Cities' policies.

8. **Motion 082025-6 to approve the 06/18/25 and 07/16/25 minutes:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** None.

9. **Motion 082025-7 to approve the refund to the resident of 29 & 31 First Street - \$4,324.93:** Trustee Baxter motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** An error in the meter reading for 29 Spring Street was identified and needed correction, leading to a refund of \$4,324.93. The relevy has been corrected.

10. **Motion 082025-8 to approve the replacement of the Police Station Fire Panel \$4,196.00 to be paid from reserve A 878.0710:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

11. **Motion 082025-9 to accept the resignation of TJ Chagnon from Superintendent of Public Works:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**September 3, 2025 will be TJ Chagnon's last Board Meeting - All welcome to attend**

12. **Relevies 20 Brentwood Drive and 4 Tamarac Drive:** The Clerk's office identified an error in the relevy process in Edmunds. There was a parcel error that prevented the relevy from being posted to the property tax accounts. The residents have paid their property taxes but the utility relevy is still due. The Clerk's office has applied to relevy to the property tax bill and will send out a new bill with a cover letter unless the Board dictates otherwise.

13. **Motion 082025-10 to waive the fee for a transient permit and allow the Mayor to sign the agreement for Sanders Slushies and Snocones LLC Event Sponsorship Agreement for the Annual Block Party and Eagles Haunted House:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

**Discussion:** None.

#### **14. Old Business**

- a. **Letter of Intent for Verizon Lease Agreement for Transfer of the Easement for \$802,000.00 for the Mayor's Signature**

**Discussion:** This would be the same terms as the current lease, except it is a one-time payment. The action will be tabled for the Board to do more research. A Public Meeting will be planned.

## **15. New Business**

## **16. Trustee Reports**

- a. **Trustee Middleton:** The Water Sewer Committee would like to engage Suozzo Doty for the Water/Sewer Infrastructure Plan and Water/Sewer Rates
- b. **Trustee Baxter:** Requested setting up a Personnel Committee

## **17. Mayor's Report**

- a. The Mayor is still working on filling the vacant positions in Planning and Zoning Boards. The transition of a potential applicant for the Superintendent of Public Works with a possible consultant: what job titles should be, etc.

**18. Motion 082025-11 to end the Regular Village Board Meeting at 7:53 pm and enter into Executive Session for PBA Negotiations and Water Sewer Plant Operator:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

**19. Motion 082025-12 to end Executive Session at 8:27 pm and enter the Regular Village Board Meeting:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**20. Motion 082025-13 to approve quote for \$8,035.00 JW Miller Museum Bathroom Doors:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** One of the quotes received did not meet the exact specifics that were requested so the next highest quote was selected.

**21. Motion 082025-14 to end the Regular Village Board Meeting at 8:32 pm:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.