

Welcome Public

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY12803
January 5, 2022
7:00 PM

Village Board Meeting

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

Attendance:

Mayor Bodkin	(518)222-1636
Joy Bartholomew	(518)798-3523
Trustee Carota	(518)361-1787
Trustee Gutheil	(856)668-6794
Alan Dubois	Nick
TJ Chagnon	
Trustee Orlow	

Public Forum 7:00 pm: John Hoey had a question about the Junior High on Hudson Street and the Harrison Ave school. He asked why we do not have flashing lights to warn there are schools located there. He stated that we are the only community that does not have this. He wants this to be looked into for the safety of the kids. Mayor Bodkin asked TJ to look into this with the Chief. He also stated there is a section of Gansevoort Rd and he asked why there were no signs stating the speed. TJ stated that this is a state road and is not the responsibility of the village.

1. WIIA Water Project:

a. **Water Tank Update:** The water tank is all set and no updates at this time. Trustee Gutheil stated that we raised the liability limits for the project itself. He stated that we would have to discuss if we want to go back to the limits that we have prior to the construction and all of the people working on the tank. Trustee Gutheil thinks that we should talk to our agent about the limits to decide what to do. This will be added to the next agenda.

b. **Carbon Filtration Project Bid Proposals and analysis:** An email was sent



yesterday at 3:45 PM with two attachments. One was the overall budget analysis and one was the water upgrade bid and rebid. We have a final price for that project. There is no confidential information so all figures are allowed to be discussed but any other information regarding who to award the bid to should be discussed in an executive session. The water treatment plant upgrade will be the sum of three numbers. Two contracts general and electrical and the direct purchase from the vendor for the granular activated carbon media. \$200,000 dollars for the granular. The lower bidder for electrical is \$78,000 and the lower bidder for general is \$1,544,500.00. The total is \$1,823,000 for the water treatment plant upgrade. This does not include engineering fees. The overall engineering fees for three projects is \$272,000. This does not include the rebid fee of \$10,800. There is a spreadsheet available that breaks everything down. There is going to be an annual user rate increase of \$63.37. Trustee Gutheil asked how much over budget we are on the projects. For the sewer grant, we are \$400,000 under budget. For the water project, we are \$295,000 under budget. The water tank and PFOA came in \$761,000 over budget. The bids aren't what we had hoped for but we should not wager on seeing the prices coming down. Mayor Bodkin had asked if we should reapply for another grant to address the carbon filtration needs. Anthony states that could be an option but he does not think that is something that would happen soon. He does not think the contractors are going to want to bid three times on the project. He would have to consult with Robert to see if there is a way to put a hold on the recent bids. He does not think we would be able to do that because of the lead times for materials. Anthony can not tell what the chances would be at us being able to get another grant. Trustee Gutheil said that we are incurring a tremendous amount of debt. He thinks that we need to take a second look at whether we should be doing our own water. He thinks that we should look into regionalizing and analyze if there is a better deal out there. We also need a cost-benefit analysis. He believes that we need to assess all of our options. He just thinks we need to take a hard look at it and make sure we are doing the right thing for the community. A decision will be tabled until the next meeting. Anthony needs to know exactly what he needs to look into. This can be followed up on an email.

WIIA Sewer Project:

a. **Sewer I&I Update:** They received the part they have been waiting on and they are looking to put us on schedule. They are hoping to follow up on that soon. The requirements have not changed, so we are just waiting on the schedule. Trustee Gutheil asked if everything is still good with our contract times. Anthony stated that we could change the times at the end of the project. Anthony will follow up to make sure the bonds and insurance are still in place.

2. CDBG Project:

Project closed out update- Everything is in compliance and no further questions or comments. The only thing that needs to be discussed is whether or not everything has been paid and if we are seeking reimbursement.

3. GIGP Update- Update:

a. **Adjusted Budget amount to 1.2 million:** From looking at the projections we can lower this from 2 million. We should amend the budgeted amount. It can be amended again and will not affect the grant. Trustee Gutheil would like a breakdown on how we came to the amount of 1.2 million. Anthony can provide a spreadsheet to the village to review to show how we arrived at this number. The



board would like to wait until we can get more information before approving the budget. This will be discussed at the next meeting.

- b. **Where do we currently stand for GIGP?:** There are no updates at this point. Anthony would like to know when the village would be interested in proceeding with bids. The village would like to proceed with bids in February.

4. **CDBG Baker Ave, Grant Application- Breakdown once notice is given by CDBG:** Anthony does not have the information. He reached out to CDBG for the information but they have a policy where they won't speak to engineers without the clients involved in the email or phone call. A phone call with CDBG will need to be arranged.

5. New Business:

- A. **Schedule future meetings for 6:00 to allow for Executive Session prior to the regular meeting time of 7:00, discussion:** This will allow more time for things to be talked about. The board supports this. **Motion# 152022-1** to amend the regularly scheduled meetings to begin at 6 PM for executive session and 7 PM for open session on the first and third Wednesday of each month. Trustee Carota moves, and Trustee Girard seconds. All in favor. Motion Passes.
- B. **Job opening for Deputy Clerk Treasurer:** All interested candidates should apply on indeed.com or direct their resumes to Mayor Bodkin at mayor@sqfny.com
Part Time Police Officers Wanted- Please direct any interested candidates to Chief Gifford.
- C. Trustee Gutheil brought up the Arbor Day Grant. We would be able to have an Arbor Day celebration if we can get this grant. The Mayor would need to sign this application. This could be prepared by Trustee Gutheil and TJ and be on the agenda for the next meeting. The majority of the board is favorable to this grant. **Motion 152022-2** to authorize the pursuit of the arbor grant and authorize the Mayor to sign the application once prepared. Trustee Gutheil motions, Trustee Gutheil seconds. All in favor. Motion passes.
- D. Trustee Gutheil would like to know if the Board would like to do an RFP this year for the insurance so that the insurance committee can look into this to see what we did previously. We want to make sure we are doing things competitively. Trustee Carota will help get more information on this.
- E. There are some Covid test kits available. They were handing them out at Town Hall. It would be good for us to have a supply at the Village office. The Mayor reached out to the Town Supervisor via text prior to Christmas to see if the village could receive any. He followed up and was told that the test kits were reserved for the schools and he has not heard anything else. The Mayor will follow up on this again.
- F. Trustee Gutheil stated that we should make sure the website is up to date when it comes to the meeting minutes.

6. Old Business:



- A. Please welcome our new staff member Samantha Berg, Senior Account Clerk Typist. Her first day working with the Village was 1-3-2022.
- B. Please welcome Lisa Soifer as our Office Temp. Lisa will work as needed until a Deputy Clerk Treasurer is appointed/or as needed.
- C. Please welcome James Woods as our new Building/Code Enforcement Officer overseeing all planning and zoning matters 25 hours a week and James will be working in the water department 15 hours a week. Full time hours will begin late January, until then he will be working PT.
- D. We will no longer be needing LA Group's services. The Mayor will inform Jim Martin of this.
- E. Trustee Gutheil states we have a fire company contract and we may be required to have a public hearing on that contract. When that is ready to go together, Attorney Bartkowski can advise us on that. We should just keep an eye out for the contract.
- F. Trustee Gutheil wants to find out something about our bridge lights. The utility company should be notified of this.
- G. Trustee Gutheil states that we also need a date for a parade committee meeting and a police meeting. Trustee Orlow will need to get some information on this.
- H. Trustee Gutheil states that we need monthly financials and year-end from last fiscal year. We need these in our hands and department heads would need these as well in order to complete their budget request.
- I. Trustee Gutheil would like to see our balance sheets.

7. Transfers:

- a. From: A1990.400
To: A5410.402
Amount: \$155.96
- b. From: A1990.400
To: A8010.400
Amount: \$966.32
- c. From: A1990.401
To: A3410.403
Amount: \$185.00
- d. From: A1990.400
To: A3410.403



Amount: \$360.89

e. From: A1990.400
To: A3410.403
Amount: \$360.89

f. From: A1990.400
To: A1325.404
Amount: \$17.63

g . From: A1990.400
To: A160.404
Amount: \$71.15

h. From: FX1990.400
To: FX8310.409
Amount: \$62.81

Motion 152022-3 to accept the transfers as presented. Trustee Orlow moves, Trustee Girard seconds. All in favor except for Trustee Gutheil who abstained. Motion Passes.

No discussion.

8. **Approve Bills:** **Motion 152022-4** to approve the bills as audited minus the two phone bills. Trustee Orlow motions, Trustee Girard seconds. All in favor. Motion passes.
9. **Magna 5 / Verizon State Contract Discussion:** **Motion 152022-5** to pursue the state contract through Verizon for the remaining phone services. Trustee Girard motions, Trustee Orlow seconds. All in favor. Motion passes.
Discussion: Trustee Girard recommends going directly to verizon with the current lines. The Mayor stated there is a State contract with Verizon we can pursue. Trustee Orlow supports this as well
10. **Water Penalty Refunds:** This will be tabled and discussed in executive session
11. **Chief Gifford Notary Renewal:** **Motion 152022-6** to approve the notary renewal. Trustee Gutheil moves, Trustee Orlow seconds. All in favor, motion passes.
12. **Quickbooks Update:** Payroll has been completed. Everything went as planned. A couple tweaks and it is perfect. The only other thing that needs to be put in is the beginning balance of January 1st on the banks. This will be used to reconcile the banks. No engagement letter from the CPA. They are working on the proposal package for us. They require certain documentation. The proposal package should come soon.
13. **Copier issues/proposal:** The copier is not working properly. They replaced a part free of charge but it stopped working again today. It is just old and worn out so Joy gave



information on what we can get. It is a refurbished machine and it is just one flat fee where everything is included and we would not have to pay any extra copies or anything. This would save us money in the long run. Trustee Gutheil would like to see the numbers and see what the arrangement is with the vendor that we have now. Would also like to find out if there is something like this on a state contract. Our current vendor is unable to give us new machines and the wait time on state contract machines is very far out. **Motion 152022-7** that we approve the new machine based on counsel's review. Trustee Orlow Motions, Trustee Girard seconds. All in favor. Motion passes.

14. **2020 Census Review:** Municipalities can review the census information to make sure it reflects what we think it should reflect. The Mayor will talk to James about this.
15. **Update of local laws:** Table this discussion until next meeting. The Mayor encourages the Board Members to review the shared document so that we can have a working document for the next meeting.
16. **PD Report:** **Motion 152022-8** to receive and file the police report. Trustee Gutheil moves, Trustee Orlow seconds. All in favor. Motion passes.
17. **Acceptance of Officer Galante's Resignation as a Part Time Police Officer effective 12-29-2021**
18. **Approval of unnamed PT Officer as submitted by Chief Gifford:** Motion **152022-9** to approve this application. Trustee Girard Motions, Trustee Orlow seconds. All in favor. Motion Passes. Sergeant Martin will convey this information to the Chief.
19. **Fire Department Repairs exhaust fan quote:** When a walk-through was done they identified an issue with an exhaust fan in the firehouse. This controls the exchanges of carbon monoxide. We only have one quote at the moment. The Board believes we should get more quotes before making a decision.
20. **Security camera installation update:** Waiting on parts. There are supply chain issues. They have gotten as far as they can. Once they get the remaining parts they will give TJ a call and get over and get them done. The gazebo is not on their schedule because it was never approved.
21. **Shared Services DPW:** There may be times where the Town and Village will need support from each other. Creating an agreement between the town and village would be a good idea when it comes to DPW services. We will find out if there is any interest within other municipalities.
22. **COVID Policies:** This will be tabled and discussed in executive session.
23. **Trustee Reports:** None
24. **Mayors Report: Help for Homeowners Impacted by COVID-19-** Opens Jan 3rd. posted on the Village Website. National Grid also has a plan in place on their website. Motion **152022-10** to go into executive session at 9:08 for George Moss, Glen Gate Plaza, CSEA, Fire Company Contract and repairs, Water/Sewer billings, PD Overtime, Performance of an unnamed person or persons. Trustee Orlow Motions,



Trustee Girard seconds. All in favor. Motion passes.

Motion 152022-11 to return from executive session at 10:37. Trustee Gutheil motions, Trustee Orlow seconds. All in favor. Motion passes.

25. Executive items:

Motion 152022-12 to send Officer Bethel to defensive tactics training and then reassign him to fill the vacant shifts as the Chief sees fit due to the staff shortage and COVID and the recent resignation. Trustee Girard motions, Trustee Gutheil seconds. All in favor. Motion passes.

Motion 152022-13 to approve a new COVID policy which will be reviewed prior to being approved. Trustee Girard motions, Trustee Carota seconds. All in favor. Motion passes.

Motion 152022-14 to adjourn meeting at 10:43. Trustee Orlow motions, Trustee Girard seconds. All in favor. Motion passes.

Open Items: George Moss, Glen Gate Plaza, CSEA, Fire Company Contract and repairs, Water/Sewer billings, PD Overtime, Performance of an unnamed person or persons.

