

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY 12803
July 10, 2025
Special Village Board Meeting @ 10:30 AM

Special Village Board Meeting
MAYOR JOSEPH ORLOW PRESIDING
Minutes

Attendance:

Mayor Orlow
Trustee Middleton
Trustee Comstock
Trustee Baxter

Clerk Treasurer Samantha Berg
James G

The Mayor opened the meeting at 10:30 AM.

1. **Motion 071025-1 to approve Scribe Software to write SOPs from A 1325.202 for \$708.00:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.
Discussion: This will help the Clerk's Office write SOPs that are in need of being written in an efficient manner.
2. **Motion 071025-2 to hire unnamed employee on an as-needed basis at \$19.00 per hour:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.
Discussion: This person will cover the office in the event the office needs to go to training and to help alleviate the summer workload while undergoing two audits and new employee training.
3. **Motion 071025-3 to approve Transfers (24-25):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.
Discussion: None.

a.

FX 8340.403	FX 8320.404	\$1,887.00	WATER TESTING
A 3120.100	A 3120.103	\$10,156.75	PT POLICE OFFICERS
A 3120.100	A 3120.104	\$54.25	CROSSING GUARDS
A 5142.100	A 5110.100	\$3,598.78	STREET MAINT PERSONAL SERVICES
A 5989.100	A 5110.100	\$11,735.51	STREET MAINT PERSONAL SERVICES
A 5989.800	A 5110.800	\$816.82	STREET MAINT FICA
A 1930.0000	A 5110.102	\$6,525.68	CSEA Retro
A 1930.0000	A 5110.801	\$499.21	CSEA Retro FICA

4. **Motion 071025-4 to approve Transfers (25-26):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

Discussion: None.

- a. A 1990.0400 to A 1325.420 - \$326.67
- b. A 1990.0400 to A 1325.100 - \$7,000.00

5. **Motion 071025-5 to approve the Bills and Payroll as Audited:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

Discussion: None.

- a. General - \$165,567.58
- b. Water - \$88,854.27
- c. Sewer - \$3,238.79
- d. Special - \$1048.52
Special 2 - Lorie Gollhofer Clerk Training - \$500.00
- e. Payroll -
 - i. 06/18/25 - \$25,107.56
 - ii. 06/25/25 - \$25,120.29

6. **Motion 071025-6 to amend Appropriated Fund Balance to \$273,627.00:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

Discussion: None.

7. Clerk Treasurer Berg welcomed Melissa Holcomb to the Village.

8. **Motion 071025-7 to adjourn Special Village Board Meeting at 10:38 am:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.