

Village Board Meeting and Public Hearing
April 2, 2018, 7:00pm
Village Municipal Center

Annual Organizational Meeting

Attendance: Village Board: Mayor Brian LaRose, Deputy Mayor Gordon Smith, Trustees Paul Labas, Dean Hyatt, and Stephanie Munger

Village Key Staff: Superintendent of Public Works George Johnson, Assistant Sup't Scott Mackey, Police Chief Ernie Bassett Jr., Sergeant Ryan Pedone, Village Attorney Michael Martin, Deputy Clerk-Treasurer Denise Davies, and Clerk-Treasurer Rick Roberts

Press: Krystle Morey, *The Granville Sentinel*

Others: Mr. Drew Roemer, Capital Tractor, Inc.; Mr. Philip Thomas

Mayor LaRose called the Public Hearing to Order at 7:00pm concerning the 2018-19 Tentative Budget.

The Mayor reviewed the rules for public comment observed at all Public Hearings conducted by the Village and provided a brief summary of the proposed budgets for the General, Water & Sewer Funds. He then requested the listing of those signed in to be recognized. The Deputy-Clerk Treasurer advised that no one had signed in. The Mayor then asked if anyone present wished to be recognized. There was no public input.

There being no comment from those in attendance, Trustee Hyatt moved that the Public Hearing be closed at 7:05pm. Deputy Mayor Smith seconded the motion and it carried unanimously.

Mayor LaRose called the regular session to order at 7:05pm.

Ratify 2018-19 Tentative Budget: The Mayor inquired of the Board if they had any questions concerning the Tentative Budget prior to initiating a vote on the same. Trustee Hyatt expressed a concern with the revenue associated with the SRO position at GCS. His concern centered on whether the Village would continue to provide these services, or whether this position would be taken over by the County. The Mayor advised that he was of the understanding that the status quo would continue at GCS, and asked the Village Clerk to contact the appropriate staff at the school at his earliest convenience to confirm. The Board had no other comments/input. Deputy Mayor Smith then made a motion to ratify the 2018-19 Budget as presented. Trustee Labas seconded the motion and it carried unanimously. Trustee Labas then made a separate motion to ratify the 2018-19 Water/Sewer Budgets as written. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Meeting Minutes: Trustee Labas moved the ratification of the Meeting Minutes of March 5th as circulated. Trustee Munger seconded the motion and it carried unanimously.

Mayor's Reports: The Mayor reviewed the following monthly reports submitted to the Board: Police Dept., Water Dept. (3 samples, all satisfactory), and Fire Dept. Deputy Mayor Smith removed acceptance of the reports as submitted. Trustee Hyatt seconded the motion and it carried unanimously.

Appropriations: The following claims were presented to the Board for review and in consideration of payment:

General Fund: \$44,811.02
Water Fund: \$11,375.15
Sewer Fund: \$22,412.70
Senior Shuttle: \$863.37
Unaudited Vouchers: \$936.15

Total Claims: \$80,398.39

The Board audited the claims and Trustee Munger moved their approval for payment. Deputy Mayor Smith seconded the motion and it carried unanimously.

Budget Transfers: The Clerk-Treasurer circulated a memo recommending several budget transfers in order to avoid overdrawing any individual line items in the funding of this evening's appropriations:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A51104	Street Maintenance (C/E)	+\$4,000.00	Hard Winter, Salt Usage
A51101	Street Maintenance (P/S)	-\$4,000.00	Cure above shortfall
<u>Water Fund</u>			
F83204	Source Power Pump	+\$2,000.00	Power Costs > Budgeted
F90408	Workers Comp	+\$1.00	Rounding Issue
F83404	Water (C/E)	-\$2,001.00	Cure above shortfalls
<u>Sewer Fund</u>			
G90408	Workers Comp.	+\$1.00	Rounding Issue
G97206	Serial Bond, Principal	+\$20.00	Debt Service Slightly > Budget
G95509	Capital Projects	-\$21.00	Cure above shortfall

Following a brief period of discussion, Trustee Labas moved approval of the transfers as requested. Deputy Mayor Smith seconded the motion and it carried unanimously.

Ratify Rules of Procedure: Mayor LaRose briefly reviewed the Rules of Procedure as circulated by the Village Clerk prior to the Meeting. The Rules of Procedure govern the manner in which the Board conducts its business at Monthly Meetings—how an item gets on the agenda, the order of operations, dates, who presides, etc. Deputy Mayor Smith moved ratification of the Rules of Procedure as written. Trustee Labas seconded the motion and it carried unanimously.

Mayoral Appointments: Mayor LaRose advanced the following candidates for various appointed positions (term noted):

Local Ordinance Officer: Curtis Pedone (1 year)
Dog Control Officer: Nancy Quell (1 Year)
Court Clerk: Janel Prehoda (1 year)
Acting Village Justice: Paul Manchester (1 year)
Planning Board Member: Russell Bronson (5 years)
ZBA Member: Edward Fish (5 years)

Trustee Munger moved approval of the candidates as recommended. Trustee Labas seconded the motion and it carried unanimously.

Ratify Official Newspaper: Trustee Hyatt moved the approval of *The Granville Sentinel* as the Official Village Newspaper. Deputy Mayor Smith seconded the motion and it carried unanimously.

Ratify Official Depository: Deputy Mayor Smith moved the continued use of Glens Falls National Bank and Trust Company as the Official Village Depository. Trustee Labas seconded the motion and it carried unanimously.

Ratify Official Meeting Schedule: Trustee Munger made a motion that the regularly-scheduled Village Board Meetings would continue to be convened on the first Monday of the month at 7:00pm for the coming fiscal year, with the exception of Monday, September 3rd (Labor Day). The September Meeting was proposed for Monday, September 10th. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Procurement Policy: The Mayor briefly reviewed the proposed Procurement Policy as distributed for the upcoming fiscal year and noted that no changes were being recommended. Deputy Mayor moved ratification of the Procurement Policy as circulated. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Investment Policy: Trustee Labas moved the approval of the proposed Investment Policy as circulated. Again, the Mayor noted no proposed changes to the policy. Trustee Hyatt seconded the motion and it carried unanimously.

Resolution—Approve Advance Payment of Certain Claims Prior to Board Audit: Trustee Labas sponsored a Resolution to allow for the advance payment of certain claims—postage, petty cash, utility bills, health insurance, and concert series acts—prior to Board Audit, providing that these claims do not exceed the amount of the approved budget. Trustee Hyatt seconded the motion and it carried unanimously via roll call vote. Said claims will continue to be reported to the Board as “Unaudited Claims” and approved at the next subsequent Board Meeting.

Approve Mileage Reimbursement Rate: The Mayor inquired as to the Board’s preferences concerning the Village’s mileage reimbursement rate for the coming fiscal year when an employee utilizes his personal vehicle in the discharge of Village business. Last year, the Village used a rate of 45 cents per mile. The current IRS mileage rate stands at 54.5 cents per mile. Washington County utilizes a rate of 45 cents per mile. Trustee Hyatt moved that the Village continue the existing practice of reimbursing employees at a rate of 45 cents per mile. Trustee Munger seconded the motion and it carried unanimously.

Standing Committees: Mayor LaRose announced the following Standing Committees:

<u>Deputy Mayor Smith</u>	<u>Trustee Hyatt</u>	<u>Trustee Labas</u>	<u>Trustee Munger</u>
Deputy Mayor	Water Trmt. Plant	Police Commissioner	Planning Board
Village Equipment	DPW	Slate Valley Museum	Sidewalks
Animal Control	Water/Sewer Com.	Municipal Center	Revitalization Proj.
Time Warner Cable	Firehouses &	Ordinance Enfrmnt.	Village Property
Vets Park/Conc. Series	Fire Depts.	Street Lights	Recreation Comm.
Pember Library &	ZBA	Street Cleaning	New Business/GACC
Museum			Holiday Celebration
Senior Shuttle			

Spring Leaf & Brush Collection: The Mayor asked the Board's pleasure concerning the DPW's collection of yard waste for the coming spring season. Following a brief discussion, Trustee Hyatt moved that the Village Clerk be authorized to advertise in the Official Village Newspaper for Spring Leaf & Brush collection on Mondays for six weeks beginning April 16th. Leaves are to be placed in clear plastic bags and brush bundled in lengths not exceeding 4'. Trustee Munger seconded the motion and it carried unanimously.

Approve Fireworks Display: Mayor LaRose reviewed a memo circulated by the Village Clerk concerning the joint fireworks display with the Town. The proposed date for this year's event is July 5th. A letter of consent has been obtained from the Granville Little League, and insurance certificates have been provided by Young's Explosive Corporation. The show will be accompanied by music provided by Brent Tuttle. This event has proved to be a popular program in the past. Following a brief period of discussion, Trustee Munger moved approval of the fireworks display as presented. Deputy Mayor Smith seconded the motion and it carried unanimously.

Resolution—Set Standard Workday (NYS Retirement System): The Mayor advised that the Village needed to update its Standard Workday Reporting Resolution for the elected officials participating in the NYS Retirement System. The Board sets the standard workday annually, and then the Village Clerk calculates the number of days service for each official based upon a log that Officials keep/submit. The Mayor briefly reviewed the Resolution, and Trustee Munger moved adoption of the Resolution as drafted. Trustee Labas seconded the motion and it carried unanimously via roll call vote.

Renew Highway Work Permit (NYS DOT): Mayor LaRose briefly reviewed correspondence from the NYS DOT and requested that the Board to approve DPW Superintendent George Johnson to apply to renew the Village's highway work permit pertaining to utility/maintenance work within the confines of all NYS Highways and their respective rights of way. Trustee Hyatt moved that Superintendent Johnson be so authorized. Trustee Munger seconded the motion and it carried unanimously.

Authorize Clerk-Treasurer to Consult with Bond Council—Leases for Police Car, Loader: The Village Clerk asked for permission to inquire with Village Bond Council concerning proposed leases for a new Police Cruiser and DPW Loader. Trustee Hyatt moved that the Village Clerk be so authorized. Deputy Mayor Smith seconded the motion and it carried unanimously.

Mayor's Reports: Mayor LaRose briefed the Board in the following matters of concern:

- A. Appoint Project Manager—Pember Library Elevator Project: The Mayor circulated a summary of duties associated with the Pember Library Elevator Project and recommended Robert Tatko

for appointment as Project Manager. Deputy Mayor Smith moved approval of Mr. Tatko as per the Mayor's recommendation. Trustee Labas seconded the motion and it carried unanimously.

Requests for Use of Veterans Park (2): The Village Board considered two written requests pertaining to the Use of Veterans Park:

- (A) A request from "Lighthouse Kids", a supervised church youth group (ages 5-12) for a night of games, food and family fun, on June 30th (Rain Date 7/1). Trustee Labas moved the approval of the request as submitted. Trustee Munger seconded the motion and it carried unanimously.
- (B) A request from the Ecumenical Council for a service relating to "National Day of Prayer" ceremonies from 6-7pm on May 3rd. Deputy Mayor Smith moved approval of this request as submitted. Trustee Labas seconded the motion and it carried unanimously.

Mayor LaRose opened the meeting to public comment at 7:40pm.

There was no input received from the public.

Deputy Mayor Smith moved that the Board convene an Executive Session at 7:40pm concerning a matter of current, pending, or proposed litigation (within the Police Dept.). *The Village Attorney accompanied the Board into the Executive Session.*

Trustee Munger moved that the Board return to regular session at 8:45pm. Deputy Mayor Smith seconded the motion and it carried unanimously.

Trustee Labas moved that the DPW Superintendent be authorized to pursue a 5-year Operational Lease for a 2017 Doosan DL-220 Loader @ NYS Contract Pricing. Deputy Mayor Smith seconded the motion and it carried unanimously. Payments will be remitted from the DPW Contractual expense line item, and the unit to be supplied will be supplied with a full factory warranty, and annual fluid/filter service.

There being no other business, Trustee Labas moved that the meeting be adjourned at 8:50pm. Deputy Mayor Smith seconded the motion and it carried unanimously.

Respectfully Submitted,

Richard H. Roberts
Village Clerk-Treasurer