

**Village Board Meeting
August 6, 2018, 7:00pm
Village Municipal Center**

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

Village Key Staff: Ass't Superintendent Scott Mackey, Sergeant Ryan Pedone, Local Ordinance Officer Curt Pedone, Planning Board Member Michelle Smith, Zoning Board Member John Freed, Village Attorney Michael Martin, and Deputy Clerk-Treasurer Denise Davies

Press: Krystle Morey, *The Granville Sentinel*

Mayor LaRose called the Meeting to Order at 7:00pm.

Ratify Meeting Minutes: Trustee Munger moved the ratification of the Meeting Minutes of July 2nd as circulated. Trustee Labas seconded the motion and it carried unanimously.

Monthly Reports: The Mayor reviewed the following monthly reports with the Board of Trustees: Village Court (2 reports), Water Dept., (3 samples, all satisfactory), Police Dept., Local Ordinance Officer and Fire Department. Deputy Mayor Smith moved acceptance of the reports as submitted. Trustee Hyatt seconded the motion and it carried unanimously.

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

General Fund: \$38,935.09
Water Fund: \$7,601.31
Sewer Fund: \$18,728.12
Senior Shuttle: \$1,394.13
Unaudited Vouchers: \$80,957.87

Total Claims: \$147,616.52

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

Budget Transfers: The following transfers are recommended within the General Fund for the **2017-2018 Fiscal Year** based upon processing final accruals, adjustments & corrections in filing the year-end financial report (AUD):

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
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General Fund

A11101 Justices (P/S)	+ \$250.00	Final Payroll Accrual
A31204 Police (C/E)	+ \$300.00	Correction—Mis-posting
A51104 Street Maintenance (C/E)	+\$100.00	Correction—Mis-posting
A90308 Social Security (Village Share)	- \$650.00	Cure above shortfalls

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

Ratify Change Order, CDBG Grant: Mayor LaRose read the letter he received from Mr. Jason Preisner, P.E., Lamont Engineers concerning a change order for the CDBG Project at the WWTP. In essence, this change order is adding work for fencing and bypass pumping that will be incorporated into the project. These costs are fully covered and reimbursable with CDBG Grant funds. Trustee Hyatt moved the acceptance of Change Order 1-1 in order to incorporate these costs into the project and reimburse Stephen Miller General Contractor for equipment/materials provided. The motion was seconded by Trustee Labas and unanimously approved.

Authorize Attendance at NYCOM Conference: For many years, the Clerk-Treasurer and Deputy Clerk-Treasurer have attended the NYCOM Fall Training Conference. This conference is co-sponsored by the Office of the State Comptroller, and provides training in a wide range of topics – Open Meetings Law, FOIL, Elections, the Retirement System, Accounting Practices, etc. This year’s conference is September 24-28 in Lake Placid. Trustee Munger made a motion that the Clerk-Treasurer and Deputy Clerk-Treasurer be authorized to attend the conference as per past practice. Deputy Mayor Smith seconded the motion and it carried unanimously.

Authorize Village Clerk to File Annual Financial Report (AUD): The Village’s AUD is due on July 31st and was filed timely, it was circulated to the Board for review on July 24th. Deputy Mayor Smith made a motion that Chief Fiscal Officer, Clerk-Treasurer Richard Roberts be authorized to file this report as per past practice as a matter of procedure. The motion was seconded by Trustee Hyatt and unanimously approved.

Mayor’s Reports: Mayor LaRose briefed the Board in the following matters:

1. Local Law #1 of 2018: At the July 2nd Village Board Meeting & Public Hearing Local Law #1 of 2018 (Proposed Amendments to the Zoning Code) was ratified. The revision of the map took longer than 20 days creating a need to re-adopt the Law. Per advice from Village Attorney Martin, Trustee Labas moved to Re-Adopt Local Law #1 of 2018, it was seconded by Trustee Hyatt and it carried unanimously via roll call vote.
2. Re-Appointment of Pember Trustees: The Mayor advised that the terms of three Trustees from The Pember Library and Museum were up for re-appointment. On a motion from Trustee Hyatt seconded by Deputy Mayor Smith; the nomination of Robert McGuire, Robert Tatko and Murray McHugh for three year terms was approved unanimously. Mayor LaRose congratulated all three Trustees and thanked them for their service to the Pember and the community.
3. Children at Play sign: Last month the Village Board received a letter from Mrs. Hilda Viger regarding the need for a “Children at Play” sign on Factory Street. After discussion between the

Board and Police Chief Bassett it was agreed that the Board would re-visit this request after the Police Department has had sufficient time to monitor the situation. As of the date of the meeting there had been no additional complaints or problems. No incidents were documented, the police will continue to monitor the area and if the situation changes the Board will re-address the request. Mayor LaRose requested that Mrs. Viger be notified of the decision not to install the signage.

4. Stewart's Shops Grand Opening: The Mayor read the invitation to the Grand Opening celebration (Friday, August 17th at 10:00am) for the remodeled shop at 56 Quaker Street to the board. Mayor LaRose and the board members all wished Stewart's Shops well in their endeavor, mentioning what a valuable addition to the community this new building is and that Stewart's Shops are a highly regarded corporate neighbor.
5. Senator Elizabeth O'C. Little's Letter of Support: Mayor LaRose read Senator Little's Letter of Support concerning the Village's 2018 Consolidated Funding Application. The Village is requesting funds for an Engineering Planning Grant in connection with NYSDEC modification of our SPDES Permit. The Mayor and Board were grateful for her support and her letter will be included in the Grant Funding Application.
6. The Mayor advised the Board that he has scheduled a meeting on August 8th, 7:00pm at the Village Municipal Center with the Mayors from Whitehall, Cambridge, Greenwich and Fort Edward. Round table discussion concerning common issues such as: health care costs, Police protection and cutting expenses will be shared. It is the Mayor's hope that by working together we can decrease costs and improve the quality of life in the local villages.
7. OCS Audit Findings: Mayor LaRose read his letter to Chief Examiner Jeffrey Leonard, at NYS OSC regarding our Response/Corrective Action Plan to address OSC's recommendations based upon the audit findings. After meeting with Senior Examiner Richards the Village has formulated a plan to address the audit findings:
 - a.) Sewer Fund Budgets that include recurring revenues sufficient to finance recurring expenditures will be adopted.
 - b.) A Fund Balance Policy to govern the level of fund balance to be maintained in each of the Village's Funds will be addressed and a copy of the Resolution will be provided to the OSC once it's adopted. A potential Fund Balance Policy to be proposed will include:
 - *General Fund 10-20% of Total Appropriations
 - *Water Fund >25% of Total Appropriations
 - *Sewer Fund >25% of Total AppropriationsIt is anticipated to take 2-3 years to reach the above goal in the Sewer Fund, however the Water and General Funds are presently compliant.
 - c.) Develop a Plan to eliminate the fund balance deficit in the Sewer Fund and improve cash flow in all funds.

8. Letters of Resignation: Mayor LaRose shared with the Board two Letters of Resignation. The first was from Sargent David Williams, Jr. and was effective August 31, 2018. Sgt. Williams began his career in 1995 and has stayed within our Village his entire career. It has been his pleasure to serve the community. He thanked Chief Bassett for his leadership and dedication and his fellow officers for their continued service to the greater Granville community. He is requesting that his duty firearm Glock Model 22 Serial #1EVB986US which he has carried since he began his career might be “retired” to him. He would accept full responsibility for said firearm and hold the Village harmless of any liability of transfer of ownership to him. He would solely be responsible for the weapon as its sole and exclusive owner no longer having any role or responsibility with the Village of Granville. There was discussion regarding his request, this has been done in the past with other municipalities, the value of the weapon was questioned. Attorney Martin offered the opinion that the firearm was 22 years old and no longer useful, the Village could sell it to Sgt. Williams for \$1, the sale would need to be handled by a Federal Arms Dealer. Washington County Sheriff Department would know the proper procedure to retire a firearm. Trustee Munger moved the motion to accept Sgt. Williams resignation, it was seconded by Trustee Labas and approved unanimously. Trustee Labas then moved that the firearm be retired to Sargent Williams per instruction from Washington County Sheriff Department, it was seconded by Deputy Mayor Smith and unanimously approved. The Mayor then read Police Officer Daniel S. Price’s Letter of Resignation, it is effective July 16th, 2018. Officer Price thanked the Village and Chief Bassett for the employment opportunity. His military career has offered him new employment, moving him to a different location out of the area. Trustee Labas moved to accept Officer Price’s Letter of Resignation, it was seconded by Deputy Mayor Smith and unanimously approved.

The Mayor then opened the meeting to public comment. There was no input received from the public.

Trustee Labas thanked Local Ordinance Officer Curt Pedone for the way he has addressed long time problems in the Village. He feels that LOO Pedone has worked hard behind the scenes and his efforts have made a huge difference with visible results.

Deputy Mayor Smith then moved that the meeting be adjourned at 7:36pm. Trustee Labas seconded the motion and it carried without objection.

Respectfully Submitted,

Denise J. Davies
Deputy Village Clerk-Treasurer