

**Village Board Meeting  
February 1, 2021, 7:00pm  
Village Municipal Center**

Attendance: Village Board: Mayor Paul Labas, Deputy Mayor Gordon Smith Jr. (*via teleconference*), Trustees Dean Hyatt, Stephanie Munger, and Dan Brown

Village Key Staff: Police Chief Ernie Bassett Jr., DPW Superintendent Scott Mackey, Ass't DPW Superintendent Josh Hayes, Police Sgt/Fire Chief Ryan Pedone, Ass't Fire Chief Mike Zinn, Local Ordinance Officer Curtis Pedone, Village Attorney Michael Martin, Deputy Clerk-Treasurer Dee Scarlotta, and Clerk-Treasurer Rick Roberts

Press: Austin Crosier, *The Granville Sentinel*

Others: Mr. Charles King—further attendance restricted due to ongoing pandemic

Mayor Labas led those in attendance in the Pledge of Allegiance and then called the Meeting to Order at 7:00pm.

Ratify Meeting Minutes: Prior to initiating a vote to ratify the Meeting Minutes of January 4<sup>th</sup>, Trustee Munger asked that a correction be made concerning her vote relating to the hiring of a part-time patrol officer following the Executive Session last month. Trustee Munger advised that she had wanted to switch her vote based upon information that had been brought to her attention after the meeting. The Mayor advised that the Clerk is charged with recording motions and the votes on those motions; the vote had been unanimous, and it was recorded in that manner. As a result, Trustee Munger moved that the matter pertaining to the hiring of the part-time officer be reconsidered. Her motion did not receive a second. Trustee Hyatt then moved ratification of the Minutes of the Meeting of January 4<sup>th</sup> as circulated. Trustee Brown seconded the motion and it carried 4-1, with Trustee Munger voting against.

Monthly Reports: Mayor Labas reviewed the following reports with the Board: Police Dept., Fire Dept., Village Court, Rescue Squad (Annual Report), Local Ordinance Officer, and Water Dept. (3 samples, all satisfactory). Trustee Munger moved acceptance of the reports as submitted. Trustee Brown 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: \$38,267.72  
Water Fund: \$23,550.06  
Sewer Fund: \$20,722.55  
Senior Shuttle: \$2,232.04  
Unaudited Vouchers: \$1,587.29

Total Claims: \$86,359.66

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

Budget Transfers: The Clerk-Treasurer circulated a memo with two proposed Budget Transfers for the Board's consideration:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A14504 Elections (Cont. Exp.)		+\$25.00	Two Elections in 2020-21
A97107 BAN Interest		-\$25.00	Cure above shortfall

Sewer Fund

G95509 Capital Project	+\$1,750.00	Engineering/Admin, UV Dis. CP
G81304 Treatment/Disposal	-\$1,750.00	Cure above shortfall

Trustee Hyatt moved acceptance of the Budget Transfers as recommended. Deputy Mayor Smith seconded the motion and it carried unanimously.

Circulate Working Copy 2021-22 Budget: Mayor Labas circulated the working copy of the 2021-22 Budget to the Board for review. He highlighted the low proposed tax increase (0.47%) and stated that no increases would be proposed to residential Water & Sewer Rents. The Mayor inquired as to the Board's pleasure in scheduling a budget workshop. After a brief period of discussion, it was agreed unanimously that the Budget Workshop would be held on Wednesday, February 10<sup>th</sup> at 6:00pm.

Consider Resolution—Records Retention: The Mayor advised that the Clerk's Office had circulated additional information to the Board concerning the new standardized records retention schedule (called the LGS-1) proposed by NYS. The Board had an opportunity to review the changes/differences seen when compared to the prior records retention schedule (the MU-1). Following a brief period of discussion, Trustee Munger moved adoption of the LGS-1 as the official records retention schedule to be utilized by the Village of Granville. Trustee Brown seconded the motion and it carried unanimously via roll call vote.

Appointment of Election Inspectors: Mayor Labas briefly reviewed a memo from the Village Clerk/Election Officer recommending the appointment of four (4) election inspectors for the March 16<sup>th</sup> General Election. The candidates recommended were:

Denise Davies (Chair)  
Nancy Labate-Bixby  
Diana Scarlotta  
Janel Prehoda

All the candidates have served as Election Inspectors for the Village previously, and each is a village resident. Trustee Hyatt moved appointment of the four candidates as recommended. Trustee Brown seconded the motion and it carried unanimously.

Consider New Fire Training Facility: The Mayor reviewed a memo received from Fire Chief Pedone relating to the existing training facility for the Fire Dept. located at the Carnival grounds on East Potter Avenue. The Chief reviewed the status of the existing tower and reported it to be in poor condition.

The Department proposes constructing a new training facility made up of 6-7 shipping containers on a concrete slab. It is felt that the containers would allow for better training, including entrapment, extrication, hose advancement, ventilation, etc. Upon completion of the new facility, the current structure (tower/trailer) would be demolished and removed. The Board discussed this matter at length with Chief Pedone and offered to request that the Village Engineers work to design/inspect the project, and the DPW to assist with debris removal and in assuring that any water/sewer utilities are not compromised. Following the discussion period, Trustee Munger moved that the request for the new training facility be approved as submitted. Trustee Hyatt seconded the motion and it carried unanimously.

Circulate Working Draft—Village Emergency Response Plan: Mayor Labas reviewed a working draft of an Emergency Response Plan for the Village that is being required by the present NYS Administration. The draft plan specifies how the Village will respond to future emergency situations involving a mass sickness or environmental concern. The Plan includes a listing of essential employees, how supplies like PPE are purchased, stored, and inventoried, and how critical employees would be sheltered or quarantined if the need arose. This draft was formulated based on a webinar provided by NYCOM. A committee to consider/review/recommend the plan was suggested, including a member of the Village Board, the Village Attorney, the Village Clerk, and members representing the labor unions. The Board briefly reviewed the draft and asked that the Clerk proceed in the manner described above, returning the draft to the Board for review/approval upon completion.

Requests for Coin Drops (2): The Mayor reviewed two written requests for coin drops with the Board:

- 1) Granville Youth Football—President Matt James has requested permission for a coin drop to be conducted on Saturday, July 17<sup>th</sup>, with a rain date of Saturday, July 24<sup>th</sup>. Following a brief discussion, Trustee Brown moved that the request be approved as submitted. Trustee Hyatt seconded the motion and it carried unanimously.
- 2) American Legion Baseball Coach Mike Jones Jr. requested a coin drop on Saturday, June 5<sup>th</sup>, with a future date reservable in the event this is required as a result of the ongoing pandemic. Deputy Mayor Smith moved that this request be approved as submitted. Trustee Brown seconded the motion and it carried unanimously.

Mayor's Reports: The Mayor briefed the Board in the following matters:

- A) Police Reform Plan: Mayor Labas advised that the Police Chief had formulated an initial draft for the Police Reform Plan and that several potential committee members had been solicited to participate. The Mayor cited the ongoing pandemic as a difficulty in convening in-person meetings. He stated that he will be working with the Chief over the next few months in an effort to complete this process by April 1.
- B) Consider Equipment Purchases: The Mayor reviewed requests from the Police Chief and Chief Water Plant Operator for equipment purchases:

Chief Bassett requested Board approval to purchase a 2020 Ford Explorer Police Interceptor through NYS Contract Pricing at a cost of \$35,675. The Village proposes to trade in its 2016 Dodge Charger with 65K miles (valued at \$9,000). The new interceptor would be purchased through a 3-year lease with payments of \$9,859 annually. Following a brief discussion, Trustee

Munger moved that the purchase be approved as requested. Trustee Brown seconded the motion and it carried unanimously.

Chief Water Plant Operator Scott Mackey requested to replace one of the two UV Sensor units at the Water Plant. The UV Sensors analyze the turbidity in the water and then coordinate the appropriate dosage of UV light to be applied to keep the water clean and safe. The prior unit dates to the opening of the plant in 2013, and parts are no longer available for this model. The Chief Water Operator advised that he had obtained three written quotes, and his recommendation was to proceed with the low bidder (Cyclops) in the amount of \$6,657. Trustee Hyatt advised that there was little choice but to replace this unit and sponsored a motion to authorize the purchase through the low bidder. Deputy Mayor Smith seconded the motion and it carried unanimously.

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

The Mayor reviewed a memo received from Charlie King relating to a joint banner project involving the local Veterans' Service Organizations. The proposal involves the annual installation of "Hometown Hero" banners for veterans in all branches of the service, as well as active personnel. There would be no cost to the Village (family/friends may purchase a banner for \$150 through the Service Organizations). Mr. King has requested that the DPW erect and take down the banners annually per a schedule established around Memorial and Veterans Day. Banners will also be made available to surrounding towns/hamlets, with each municipality handling their own installation/maintenance. Banners would be displayed/stored at the respective Posts when they were not being flown. The Board discussed this project with the DPW Superintendent and authorized him to purchase additional hardware as necessary to support this venture. Following the discussion period, Trustee Brown moved that the program be approved as requested. Trustee Hyatt seconded the motion and it carried unanimously.

Trustee Hyatt advised that he had been working with the DPW Superintendent and Union President to establish best practices for sanitation and Social Distancing during the pandemic. He advised that these practices could be shared with the Police Dept. and staff at the Village Clerk's Office. Finally, he advised that the DPW would be working with the School District to sterilize the Municipal Center before and after the Village Election on March 16<sup>th</sup>.

There was no further public comment.

At 7:55pm, Trustee Brown moved that the Board convene an Executive Session for the purposes of considering the credit, financial, medical or employment history of a particular person or corporation for the purposes of hiring consideration within the Dept. of Public Works. Trustee Hyatt seconded the motion and it carried unanimously. *The Village Attorney accompanied the Board into the Executive Session.*

Trustee Brown moved that the Board return to regular session at 8:00pm. Trustee Hyatt seconded the motion and it carried unanimously.

Trustee Hyatt moved the re-hiring of George Johnson and Nat Baker to the position of Laborer (part-time) within the Dept. of Public Works at a rate of \$15.50/Hr. Trustee Brown seconded the motion and it carried unanimously.

Mayor Labas welcomed back Ass't Superintendent of Public Works Josh Hayes, who had been on leave following a work-related accident. The Mayor thanked Mr. Hayes for his dedication and wished him well in returning to full-time status soon.

Trustee Hyatt made a motion to adjourn the meeting at 8:05pm. Deputy Mayor Smith seconded the motion and it carried without objection.

Respectfully Submitted,

Richard H. Roberts  
Village Clerk-Treasurer