

**Village Board Meeting and Public Hearing**  
**April 5, 2021, 7:00pm**  
**Village Municipal Center**

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

Village Key Staff: Police Chief Ernie Bassett Jr., DPW Sup't Scott Mackey, Ass't Sup't Josh Hayes, Fire Chief Ryan Pedone, Ass't Fire Chief Michael Zinn, Village Attorney Michael Martin, Deputy Clerk-Treasurer Dee Scarlotta, and Clerk-Treasurer Rick Roberts

Press: Austin Crosier, *The Granville Sentinel*

Others: Mrs. Kathy and Mr. Dave Juckett, Mrs. Mary King, Ms. Stephanie Munger, Mr. George Demas, Mr. Russel Bronson, Mr. Erik Pekar, Mrs. Rebecca Dittmeier, and Mr. Matthew Rollwagon

Mayor Labas led those in attendance in the Pledge of Allegiance at 7:00pm.

Public Hearing: 2021-22 Tentative Budget: Mayor Labas called the Public Hearing to Order concerning the 2021-22 Tentative Budget and briefly reviewed the rules for public comment. He then recognized the following speakers who had signed in to be recognized:

Mrs. Mary King: Mrs. King advised that she had no public comment, stating that she had thought the sign in sheet was for attendance purposes, rather than for comment on the proposed budget.

Ms. Stephanie Munger: Ms. Munger reiterated her previous concerns relating to the proposed raises for the Village Clerk and Deputy Clerk. She stated that she did not feel that the proposed raises (3.6% and 3.4%, respectively) were fiscally responsible in the COVID period. Mayor Labas commented that the Village Clerk and Deputy Clerk worked through the entire COVID shutdown period (while staff in other departments, many governments and businesses stayed at home or "sheltered in place" during the lockdown). Trustee Brown also provided a summary of the salaries seen in the Clerk's office over the past two years. Trustee Munger then questioned as to what had happened to the monies designated for the 2020 Summer Concert Series. The Board advised that as the Summer Concert Series had been cancelled for 2020, these funds will be rolled into any surplus seen for the General Fund in the current fiscal year.

Mrs. Kathy Juckett: Mrs. Juckett inquired as to the total amount that the Village Clerk and Deputy Clerk had been paid to date in the current fiscal year, if they had been paid overtime during the pandemic, and if they were expected to remain within budget parameters for the current year. The Mayor advised that he did not have exact figures for payments to the Clerk & Deputy Clerk for the current year, but that he did expect that they would come in within budget for 2020-21. He stated that the Village Clerk and Deputy Clerk did not receive overtime pay for working through the "shutdown period".

There was no further public input/comment concerning the 2020-21 Tentative Budget. Deputy Mayor moved that the Public Hearing be closed at 7:10pm. Trustee Hyatt seconded the motion and it carried unanimously.

Mayor Labas then called the regular session to order at 7:10pm.

Consider Ratification, 2021-22 Tentative Budget: The Mayor inquired as to the Board's pleasure concerning the 2021-22 Tentative Budget. Trustee Brown moved that the Tentative Budget be ratified as presented. Deputy Mayor Smith seconded the motion and it carried unanimously.

Ratify Meeting Minutes: Trustee Brown moved ratification of the Meeting Minutes of March 1<sup>st</sup> and the Public Hearing (Police Reform) of March 25<sup>th</sup>. Trustee Hyatt seconded the motion and it carried 4-0, with Trustee Ackert abstaining.

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

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

General Fund: \$34,537.45  
Water Fund: \$8,750.38  
Sewer Fund: \$46,514.97  
Senior Shuttle: \$1,009.22  
UV Disinfection  
Capital Project: \$266.00  
Unaudited Claims: \$1,414.92

Total Claims: \$92,492.94

Deputy Mayor Smith moved that the claims be authorized for payment. Trustee Ackert seconded the motion and it carried unanimously.

Budget Transfers: The Mayor reviewed a memo received from the Clerk-Treasurer 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>
<b><u>General Fund</u></b>			
A14501	Elections (Pers. Service)	+\$300.00	Two Elections in FY 20-21 (COVID)
A14504	Elections (Cont. Exp.)	+\$375.00	Two Elections in FY 20-21 (COVID)
A16204	Mun. Center (Cont. Exp.)	+\$1,750.00	Additional Cleaning, COVID
A72700	Band Concerts	-\$2,425.00	Cure above shortfalls
<b><u>Water Fund</u></b>			
F90608	Health Ins. Premiums	+\$5,500.00	Retirement of Sr. Staff Member
F83401	Water Salaries	-\$5,500.00	Cure above shortfall

Deputy Mayor Smith moved acceptance of the transfers as recommended. Trustee Brown seconded the motion and it carried unanimously.

Standing Committees: Mayor Labas reviewed his standing committees for 2021-22 with the Board.

Mayoral Appointments: The Mayor advanced the following candidates for consideration for appointment or re-appointment to various offices:

Local Ordinance Officer (1 Year Term): Curtis Pedone  
Dog Control Officer (1 Year Term): Nancy Quell  
Court Clerks (1 Year Term): Pam Martindale and Janel Prehoda  
Acting Village Justice: Paul Manchester

Trustee Brown moved ratification of the Mayor's nominations. Trustee Hyatt seconded the motion and it carried unanimously.

Official Village Newspaper: Keeping with past practice, Trustee Ackert moved that *The Granville Sentinel* remain as Official Village Newspaper for the coming fiscal year. Trustee Brown seconded the motion and it carried unanimously.

Official Depositories: Deputy Mayor Smith moved the approval of Glens Falls National Bank and NYCLASS as official depositories of Village funds. Trustee Brown seconded the motion and it carried unanimously.

Set Official Meeting Schedule: In the past, Village Board meetings have generally been scheduled on the first Monday of each month. The Mayor reviewed the annual calendar with the Board and advised that the only conflict for the coming fiscal year was Monday, September 6<sup>th</sup> (Labor Day). The second Monday of the month is September 13<sup>th</sup>. Trustee Hyatt moved that the Board keep with past practice in scheduling their regular meetings on the first Monday of the month, except for the Labor Day Holiday, where the meeting will be conducted on the second Monday. Trustee Ackert seconded the motion, and it carried unanimously.

Ratify Procurement Policy: The Mayor briefly reviewed the existing Village procurement policy. He noted that no changes were proposed for the coming fiscal year. Trustee Brown moved that the policy be ratified as circulated. Deputy Mayor Smith seconded the motion and it carried unanimously.

Ratify Investment Policy: The Mayor referenced the existing Village investment policy and noted that no changes were proposed. Deputy Mayor Smith moved that the Investment Policy be ratified as circulated. Trustee Brown seconded the motion and it carried unanimously.

Resolution—Payment of Certain Claims Prior to Board Audit: In the past, the Village Board has authorized payment of certain claims prior to Board audit—examples of these claims include utility bills, insurance premiums, postage, petty cash claims, concert series acts, etc. These claims are noted as "Unaudited Vouchers" and subsequently reported to the Board and reviewed in the succeeding month. Trustee Hyatt sponsored a Resolution authorizing the Village Clerk and Deputy Clerk to continue paying claims in this manner, providing that they do not overdraw any individual line items in doing so. Deputy Mayor Smith seconded the motion and it carried unanimously.

Set Mileage Reimbursement Rate: On occasion when employees must use their personal vehicles to transact village business, the Board sets the rate for mileage reimbursement. The 2021 Federal/IRS rate is 56 cents per mile. The present Village rate is 45 cents. Trustee Ackert moved that the Village rate be set at 50 cents per mile for the coming fiscal year. Trustee Hyatt seconded the motion and it carried unanimously.

Set Leaf & Brush Collection Schedule: Mayor Labas reviewed the proposed schedule for Spring Leaf & Brush collection through the DPW. Trustee Ackert asked if leaf collection was limited to clear plastic bags, or if paper/biodegradable bags were also acceptable. The DPW Superintendent commented that paper bags should be acceptable, providing that no household waste was contained in them. The Board agreed unanimously to change the language in the display advertisement to include paper bags as well. Following this discussion, the Board authorized the Village Clerk by unanimous consent to advertise DPW pick-up of leaves and yard waste on Mondays from April 5-May 24 in the Official Village Newspaper.

2021 Summer Concert Series: The Mayor reviewed the 2021 Concert Series Lineup with the Board. A total of eight concerts are scheduled for July & August, and the Poultney-Granville Town will play four Sunday evenings in August. Mayor Labas thanked the staff in the Clerk's office for putting things together and noted that the series would be executed per any protocols prescribed by the State. He stated that many patrons have expressed that they were looking forward to the return of concerts in the Park. The Mayor is hopeful that the pandemic will have been sufficiently controlled by July to allow for a return of this summertime staple to Granville.

Authorize Fireworks Display: Mayor Labas advised that the Town & Village would like to jointly sponsor a fireworks display once again this year at the Granville Little League complex. The proposed date is Thursday, July 1<sup>st</sup>. He advised that the Village was in receipt of evidence of proper liability, disability, and workers compensation from the provider, Young's Explosives. The Mayor also detailed that a written request would be made to the Little League Board, and that Washington County would survey the site and issue a permit for the show. Granville emergency services (Police & Fire) generally stand by on scene, and the Granville Rescue Squad is also noticed regarding the show. Following the Mayor's briefing, Trustee Brown moved that the Village request permission from the Granville Little League to proceed, subject to any applicable COVID restrictions. Trustee Hyatt seconded the motion and it carried unanimously.

Mayor's Reports: The Mayor reviewed the following matters with the Board of Trustees:

- A. Police Reform Plan: Following a series of meetings to gather public input, the Mayor advised that the Police Reform and Reinvention Collaborative had been ratified by the Village Board on March 26<sup>th</sup> and filed with the NYS Division of Budget. The Mayor thanked the public, committee, and Police Chief for their role in this process and stated that the Village had met all requirements set forth in the Governor's Executive Order in this matter.
- B. Village COVID Emergency Plan: The Mayor advised that a committee had met and formulated an emergency plan specifying how the Village would deal with any future pandemics, health emergencies, and/or natural disasters. The Plan dictates what positions are considered to be essential, how personal protective equipment is procured, stored, and distributed, how contact tracing would be accomplished, and what measures would be taken to protect and/or quarantine employees if necessary. The committee was chaired by Trustee Brown and

members included the Village Clerk, representatives from labor including the CSEA and PBA Union Presidents, and the Village Attorney. This plan was also approved on March 26<sup>th</sup> and is on file in the offices of the Village Clerk in compliance with the State's requirements.

- C. Ratify New Members—Granville Engine & Hose Company #1: Mayor Labas reviewed a written request from Fire Chief Ryan Pedone concerning the ratification of four new members of the Company. All have been ratified by Company membership and had an arson background check. Trustee Hyatt moved that the four members be approved as recommended. Trustee Brown seconded the motion and it carried unanimously.
- D. Update—Church Street Bridge: Mayor Labas reviewed correspondence received concerning the replacement of the Church Street Bridge. It is his understanding that this project should be commencing sometime in early-mid May. The timeline for this project is developing, and the Mayor will update the Board as future information becomes available.

Mayor Labas opened the meeting to public comment at 7:45pm.

Mrs. Kathy Juckett suggested that the Board consider making the Board Meetings virtually accessible to the public and offered to help facilitate this in the interest of transparency.

Mrs. Dee Scarlotta stated that she wanted to be clear that her salary line item included overtime.

Trustee Brown spoke concerning the upcoming paving work to be completed on NYS 149 (Quaker Street). He was concerned that the timing for this might conflict with the bridge replacement on Church Street—he feels this would make it difficult to navigate the Village if both projects were completed simultaneously. The Mayor advised that he would inquire with the agencies handling this work and brief the Board.

There was no further public comment.

There being no other business, Trustee Hyatt moved that the meeting be adjourned at 7:55pm. Trustee Brown seconded the motion and it carried without objection.

Respectfully Submitted,

Richard H. Roberts  
Village Clerk-Treasurer