

**Village Board Meeting and Public Hearing**  
**April 3, 2023, 7:00pm**  
**Village Municipal Center**

***Annual Organizational Meeting***

Attendance: Village Board: Mayor Paul Labas, Deputy Mayor Gordon Smith Jr., Trustees Dean Hyatt, Dan Brown and Denise Davies

Village Key Staff: DPW Superintendent Scott Mackey, Ass't Sup't Josh Hayes, Local Ordinance Officer Curtis Pedone, Ass't Fire Chief Michael Zinn, Village Attorney Michael Martin, Deputy Clerk-Treasurer Dee Scarlotta and Clerk-Treasurer Rick Roberts

Press: Doug LaRocque, *NYVT Media*

Others: Mr. George Demas, Mr. Eric Pekar, Ms. Krystle Morey, Mr. Matthew Rollwagen, Mr. Steve and Mrs. Felicia Dougherty

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

Appointment of Village Trustee: Prior to convening the Public Hearing concerning the 2023-24 Tentative Budget, Mayor Labas announced the appointment of Denise Davies to the position of Village Trustee. Denise will fill the unexpired term of Lisa Ackert thru March 19<sup>th</sup>, 2024, when a Special Election will be held to fill the remainder of the term. Mayor Labas welcomed Mrs. Davies to the Board and advised that she had executed her oath of office. Trustee Davies thanked the Mayor and advised that she looked forward to helping the Village in any way that she could.

Public Hearing—2023-24 Tentative Budget: Mayor Labas then called the Public Hearing to Order concerning the 2023-24 Tentative Budget. He briefly reviewed the rules for public comment and reiterated that the Tentative Budget called for a 0% tax increase, and no water or sewer rent increases. The Mayor then opened the floor to public comment at 7:01pm.

There was no public input concerning the 2023-24 Tentative Budget.

There being no public comment, Trustee Hyatt moved that the Public Hearing be closed at 7:03pm.

Mayor Labas called the regular session to order at 7:03pm.

Ratify 2023-24 Tentative Budget: The Mayor thanked the Board and Dept. Heads for their work in crafting the Tentative Budget and asked if any of the Trustees wished further discussion prior to voting. Trustee Hyatt stated that he felt that the budget process had been accomplished smoothly and that he felt the budget as proposed was a win for Village constituents. He then moved ratification of the 2023-24 Tentative Budget as presented. Deputy Mayor Smith seconded the motion and it carried unanimously.

Ratify Meeting Minutes: Trustee Davies moved ratification of the Minutes of the Meeting of March 6<sup>th</sup> as circulated. Trustee Hyatt seconded the motion and it carried unanimously.

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

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

General Fund: \$34,558.30  
Water Fund: \$10,295.84  
Sewer Fund: \$34,918.65  
Senior Shuttle: \$1,297.18  
Unaudited  
Vouchers: \$516.50

Total Claims: \$81,586.47

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

Ratify Rules of Procedure: Each year, the Board considers the Rules of Procedure. These rules govern how and when the Board conducts their business, the order of agenda, etc. The Mayor and Board reviewed the proposed Rules of Procedure as circulated and Trustee Davies moved their approval. Deputy Mayor Smith seconded the motion and it carried unanimously.

Appointments of Personnel: Mayor Labas advised of the following nominations to Village Offices:

Clerk-Treasurer, Registrar, and Budget Officer: Richard Roberts (4 years)  
Deputy Clerk-Treasurer and Deputy Registrar: Diana Scarlotta (4 years)  
Local Ordinance Officer: Curtis Pedone (1 year)  
Dog Control Officer: Nancy Quell (1 year)  
Court Clerk: Carla Prehoda (1 year)  
Acting Village Justice: Paul Manchester (1 year)  
Planning Board Member: Russel Bronson (5 years)  
ZBA Member: Edward Fish (5 years)

Trustee Hyatt moved approval of the nominations as presented. Deputy Mayor Smith seconded the motion and it carried 4-1 (Trustee Brown against). Trustee Brown expressed that he did not support the re-appointment of the Dog Control Officer due to concerns relating to the timeliness of her response to complaints.

Ratify Official Village Newspaper: For many years, *The Granville Sentinel* has served as the Official Newspaper for the Village. Trustee Hyatt moved that *The Granville Sentinel* remain as Official Village Newspaper for the coming fiscal year. Trustee Davies seconded the motion and it carried unanimously.

Ratify Official Depositories: For several years, Glens Falls National Bank has been the official depository for Village operating funds, while NYCLASS has served as the official depository for excess funds/reserves due to the higher rates of interest seen there. Trustee Davies moved that Glens Falls National Bank and

NYCLASS remain the official Village depositories in keeping with past practice. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Official Meeting Schedule: For many years, the Village Board has convened its regularly-scheduled meetings on the first Monday of the month, unless the first Monday falls on a legal Holiday. In 2023-24, the months of July (Independence Day observed), September (Labor Day) and January (New Year's Day) contain conflicts with Holidays. Following a brief period of discussion, Trustee Hyatt moved that the Board convene their meetings on the first Monday of the month with the exception of July, September, and January; in these months, the regularly scheduled meeting will be conducted on the second Monday of the month. Trustee Brown seconded the motion and it carried unanimously.

Update/Ratify Procurement Policy: The Mayor advised that there was a proposed alteration to the Procurement Policy based upon input from Trustee Hyatt and several others. Previously, expenditures over \$1,000 for a single item required the Dept. Heads to receive three verbal or written quotes. The proposed amendment would increase the level where three quotes are required to \$2,000. This proposed change is seen as necessary given the present inflation rate and the lack of adjustment over many years. No other changes are recommended per the Mayor. Following a brief discussion by the Board, Trustee Brown moved ratification of the Procurement Policy as amended. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Investment Policy: Mayor Labas advised that there were no changes proposed to the Investment Policy beyond dates and syntax changes. Trustee Davies moved ratification of the Investment Policy as circulated. Trustee Hyatt seconded the motion and it carried unanimously.

Resolution—Authorize Advance Payment of Claims Prior to Board Audit: For several years, the Board has authorized advance payments for items like postage, petty cash, utilities, insurance, and concert series acts prior to Board Audit, providing that these claims are within the amounts allotted to each line item per the Budget. These claims are then reported as unaudited vouchers and subsequently approved by the Board at the next Village Board Meeting. Deputy Mayor Smith sponsored a Resolution by motion to continue in this manner per past practice. Trustee Davies seconded the motion and it carried unanimously via roll call vote.

Set Village Mileage Allowance: The Mayor advised that the current IRS mileage allowance for the use of one's personal vehicle in conducting private or public business was 63.5 cents per mile. He further stated that Washington County presently uses a reimbursement rate of 45 cents per mile, while the Village utilizes a rate of 50 cents per mile. Following a brief period of discussion, Trustee Hyatt moved that the Village continue to reimburse employees in the amount of 50 cents per mile when their personal vehicle is used to conduct Village Business. Trustee Brown seconded the motion and it carried unanimously.

Standing Committees: Mayor Labas announced his standing committees for 2023-24:

<u>Deputy Mayor Smith</u>	<u>Trustee Hyatt</u>	<u>Trustee Brown</u>	<u>Trustee Davies</u>
Deputy Mayor	Water Trmt. Plant	Sidewalks	Planning Board
Village Equipment	DPW	Pember Library	Holiday Celebration
Animal Control	Water/Sewer Comm	Municipal Center	Slate Valley Museum
Time Warner Cable	Firehouses &	Ordinance Enfrcmnt.	Village Property

Vets Park/Conc. Series Fire Depts.  
Police Commissioner ZBA  
Senior Shuttle

Street Lights  
Street Cleaning

Recreation Comm.  
New Business/GACC

Approve Spring Leaf & Brush Collection Schedule: The Mayor reviewed the proposed schedule for the DPW to remove leaves and other yard debris on Mondays this Spring, from April 10<sup>th</sup> to May 22<sup>nd</sup>. The Board briefly discussed this matter with the DPW Superintendent. Following the discussion, Trustee Brown moved that the Village Clerk be authorized to advertise this service in the Official Village Newspaper for the dates as specified above. Trustee Hyatt seconded the motion and it carried unanimously.

Announce 2023 Summer Concert Series: Mayor Labas reviewed the Summer Concert Series Schedule with the Board. He highlighted several new acts, including The Refrigerators from Albany, Margo Macero from Glens Falls, and The High Peaks Bluegrass Band. These acts will be supplemented by returning favorites like The New York Players, Daryl Magill Sass & Brass, and The Whiskey River Band. The Mayor stated that he is looking forward to this year's series and feels that it is a strong line-up. He thanked the staff in the Village Clerk's office for coordinating the schedule, and the Village DPW for all that they do to maintain the park so well throughout the season.

Approve Fireworks Display: The Mayor advised that the Village would once again be partnering with the Town to sponsor a Fireworks display in celebration of Independence day. The suggested date for this year's show is Thursday, June 29<sup>th</sup>. The proposed location is at the Granville Little League as in years past. Following a brief period of discussion, Trustee Davies moved that the Village Clerk be authorized to proceed with the permit process through Washington County pertaining to the display. Deputy Mayor Smith seconded the motion and it carried unanimously.

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

- A. Review Election Results: The Mayor advised that the Village Elections were completed on Tuesday, March 21<sup>st</sup>. He congratulated Trustees Hyatt & Brown, and Justice Forando on their re-election to four-year terms. He thanked Village constituents for their support, and advised that he and the Board intended to keep their eye on the ball and keep the Village moving forward. He cited the progress seen with the Amazon Distribution Center as the next step on the path of progress, and stated that an August to early September was planned for the facility.

Mayor Labas opened the floor to public comment at 7:25pm.

Mr. Steve Dougherty inquired if the Village had any plans to upgrade any Water Mains in the coming year as he had noticed a number of repairs to the water system through the fall and into the winter. Trustee Hyatt advised that the Village had spent a little over four million on a new Water Plant and Distribution System improvements in 2012. The DPW Superintendent commented that the majority of work in the past year on the water system has been to lateral lines (3/4" copper) rather than to the Water mains themselves.

There was no further public comment.

Trustee Brown moved that the Board convene an Executive Session at 7:30pm regarding consideration of a candidate to be considered for hire and an item pertaining to contract negotiations. Trustee Hyatt

seconded the motion and it carried unanimously. *The Village Attorney accompanied the Board into the Executive Session.*

At 7:55pm, Trustee Hyatt moved that the Board return to regular session. Trustee Brown seconded the motion and it carried unanimously.

Trustee Brown moved the hire of Keith Beattie to the position of Motor Vehicle Operator at a rate of \$14.20/Hr. Mr. Beattie will act as the substitute driver for the Senior Shuttle in the event that the primary driver wishes to take time off. Deputy Mayor Smith seconded the motion and it carried unanimously.

Declaration of Surplus Equipment: The Mayor advised that the Board had been made aware previously of a motor issue with the Village Street Sweeper. It has been determined that the motor is unserviceable/blown, and the Board has signed a contract to have a vendor provide this service several times per year. The Mayor inquired as to how the Board wanted to proceed with the Sweeper at this time. Trustee Brown sponsored a motion to declare the Street Sweeper as surplus equipment given the existing contract and age of the Sweeper. This will allow the DPW Superintendent to market it for sale. Trustee Hyatt seconded the motion and it carried unanimously.

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

Respectfully Submitted,

Richard H. Roberts  
Village Clerk-Treasurer