

**Village Board Meeting**  
**August 7<sup>th</sup>, 2023, 7:00pm**  
**Village Municipal Center**

**Agenda**

1. Pledge of Allegiance
2. Call to Order
3. Ratify Meeting Minutes (7/10)
4. Monthly Reports
5. Appropriations
  - General Fund
  - Water Fund
  - Sewer Fund
  - Senior Shuttle
  - Unaudited Claims
6. Budget Transfers—ARPA, BAN Proceeds, Y/E 2022-23
7. Resolution—Accept Audit of Village Court Records
8. Open Sealed Bids
  - A. Municipal Center Carpeting
  - B. Pump Station Equipment
  - C. Pump Station Electrical
9. Mayor's Reports
  - A. Veterans Park Request—9/12 Phil Hoyt—Adopt A Soldier
10. Public Comment
11. Executive Session
12. Adjournment

**Village Board Meeting  
July 10, 2023, 7:00pm  
Village Municipal Center**

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

Village Key Staff: Assistant Superintendent of Public Works Josh Hayes, Local Ordinance Officer Curtis Pedone, Fire Chief Michael Zinn, Ass't Fire Chief Keith Seebode, Deputy Clerk-Treasurer Dee Scarlotta and Clerk-Treasurer Rick Roberts

Press: Mr. Doug LaRocque, NYVT Media

Others: Dr. Roger Ellis and Mr. Erik Pekar

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

Ratify Meeting Minutes: Trustee Hyatt moved ratification of the Minutes of the Meeting of June 5<sup>th</sup> as posted to the Village website. Deputy Mayor Smith seconded the motion and it carried unanimously.

Monthly Reports: The Mayor reviewed the following monthly reports with the Board: Water Dept. (3 samples, all satisfactory), Village Court, Fire Dept., Police Dept, Dog Control, and Local Ordinance Officer. Deputy Mayor Smith moved acceptance of the reports as submitted. Trustee Davies 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:	\$114,863.93
Water Fund:	\$19,612.99
Sewer Fund:	\$14,258.17
Senior Shuttle:	\$29,600.05
Unaudited	
Vouchers:	<u>\$10,187.77</u>

Total Claims: \$188,513.91

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

Open Sealed Bids—Municipal Center Central A/C: The Mayor advised that there was a single sealed bid received for the replacement of a Central Air Unit for the Village Municipal Center. An advertisement for bids had been placed in the Official Village Newspaper. Mayor Labas opened the bid and read it aloud:

\*Third Generation Plumbing & Heating: \$16,201.69

The Board briefly discussed the bid. They noted that the unit would be replaced with a heat pump, which represents the latest technology and should save the Village money in heating costs in the shoulder months. The Board concluded that the pricing provided was favorable. Trustee Hyatt then moved acceptance of the bid, and award of the contract. Deputy Mayor Smith seconded the motion and it carried unanimously.

Ratify Trustees—Pember Library (3): Mayor Labas reviewed a memo received from Pember Library President Mary King concerning the vacancies seen in the Pember Library Board. The recommended candidates for a three-year term through 2026 are as follows:

- \*Maria Hyatt
- \*Nancy Labate-Bixby
- \*Mary King

Trustee Davies moved ratification of the candidates as recommended. Deputy Mayor Smith seconded the motion and it carried 3-0 with Trustee Hyatt abstaining.

Resolutions—Grant Applications (2): The Mayor circulated two (2) draft Resolutions to the Board concerning authorization to apply for grant funding. Each of the two suggested grants are “planning” grants—one to formulate a master plan for the Mettowee Park, the other to commission a feasibility study for Main Street Revitalization/Development. The Mayor commented that each of these grants represents the next step in pursuing larger sums of money to affect the changes. The Board briefly discussed the proposed Resolutions. Following the discussion period, Trustee Hyatt moved ratification of both Resolutions to provide the Mayor with authorization to proceed. Each of the Resolutions carried unanimously via roll call vote. The Mayor thus declared the Resolutions to be duly adopted.

Mayor’s Reports (Revisit Block Party Request): The Mayor advised that he had just one matter to discuss with the Board, namely the review of the request seen last month for a Block Party on Saturday, July 22<sup>nd</sup>. He advised that the event organizer had agreed to address the Board’s concerns relating to hours, handicap parking, restrooms, etc. and that she was seeking to have the Board reconsider her request at this time. The Board briefly discussed the proposal and was generally supportive of the proposed program. Following the discussion period, Deputy Mayor Smith moved approval of the request as submitted, with the adjusted time, restrooms, etc. Trustee Hyatt seconded the motion and it carried unanimously.

Authorize Advertisements for Sealed Bids (3): Mayor Labas asked the Board’s pleasure concerning a request from the Village Engineers to advertise for bids concerning equipment & electrical upgrades to two (2) sewer lift/pump stations. This work would be completed utilizing existing grant monies leftover from an outstanding DASNY grant and would not involve any direct appropriation of Village monies. He also indicated that the Village would like to seek bids to replace the carpeting in the front vestibule and several offices in the Municipal Center. ARPA Funding would be utilized to fund this appropriation. Following a brief period of discussion, Trustee Davies moved that the Village Clerk be authorized to advertise for bids for these various services in the official Village Newspaper. Trustee Hyatt seconded the motion and it carried unanimously.

Mayor Labas then opened the Meeting to public comment at 7:15pm.

Dr. Roger Ellis asked to be recognized on behalf of the Granville Lions Club. He made a brief presentation concerning a mural that was erected on the Lions' warehouse building in October of 1996 through teachers and students from the Granville School System. The mural has faded some through the years and is in need of some refreshing/sealing to keep it from falling into a state of disrepair. The Club has sought quotes from two artists locally. The low bid was \$12,500. Telescope Casual Furniture has offered to allow their lift to be used for the refurbishment project without cost. The Board discussed this project with Dr. Ellis and agreed that the mural was a nice representation of community life in Granville. They discussed several different funding opportunities for the Club, most notably pursuing a grant through the Granville Community Foundation. At this time, the Board did not feel that they could solely fund the requested repairs, but they did offer to assist with the application process through the GCF and or allowing the use of Village equipment, if needed, for this project.

There was no further input from the public.

The Mayor advised that he did not have any matters for Executive Session, but that the Police Chief had recommended that the Board consider hiring a candidate as a part-time Police Officer. The candidate is Evan Hoagland, and he would work 1-2 shifts per week during the summer months, with perhaps more shifts as we work through fall and into the winter. Following a brief period of discussion, Trustee Hyatt moved the hiring of Evan Hoagland as a part time officer, with a rate of pay as per the existing collective bargaining agreement. Trustee Davies seconded the motion and it carried unanimously.

There being no other business, Deputy Mayor Smith sponsored a motion to adjourn at 7:40pm. Trustee Davies seconded the motion and it carried without objection.

Respectfully Submitted,

Richard H. Roberts  
Village Clerk-Treasurer

# Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Village of Granville

Month Reviewed:

June 22

Through

May 23

Name of Justice:

Roger Forando

Review Performed By:

R Forando  
G Smith

Date

7/27/23  
7/25/23

# Appendix F -

## General Recordkeeping Requirements for Town and Village Justice Courts continued

### Checklist for Review of Justice Court Records

<u>Cash Receipts</u>	<u>YES</u>	<u>NO</u>
Is the cash receipts journal up-to-date?		
Is the cash receipts journal maintained in a manner that identifies the date received, payer, and the amount of fines, fees, bail, and/or other categories of collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered receipt forms issued for all collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are duplicate receipt copies kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are receipts recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Receipt: # <u>295</u> Date <u>5/30/23</u> Amount <u>\$25</u>		
Are duplicate deposit slips kept for court records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do deposit amounts agree with cash receipt amounts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are deposits made timely (within 72 hours of collection, exclusive of Sundays and holidays) and recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Deposit: Date <u>5/30/23</u> Amount <u>\$368</u>		
Are un-deposited cash receipts safeguarded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash receipts journal totaled and summarized monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Cash Disbursements</u>	<u>YES</u>	<u>NO</u>
Is the cash disbursements journal up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the cash disbursements journal maintained in a manner to identify individual amounts disbursed either individually or totals referenced to abstracts or payrolls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are pre-numbered checks used for all disbursements (other than petty cash)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all checks signed by the justice?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are canceled checks or check images returned with bank statements and maintained on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all unused checks properly controlled (blank check stock)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are checks recorded up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Recorded Check: # <u>2943</u> Date <u>6/1/23</u> Amount <u>2943</u>		

# Appendix F --

## General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Cash Reconciliations</u>	<u>YES</u>	<u>NO</u>
Is the bank account reconciled after bank statements are received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Bank Reconciliation for Each Bank Account:</i> Date Performed <u>6/10/23</u> Month Ending <u>5/31/23</u>		

<u>Deposit Protection</u>	<u>YES</u>	<u>NO</u>
Has the bank pledged adequate, eligible securities to protect court deposits that exceed FDIC insurance protection, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Additional Supporting Records</u>	<u>YES</u>	<u>NO</u>
Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Dockets and Case Files</u>	<u>YES</u>	<u>NO</u>
Are separate dockets maintained for various classifications of cases, such as vehicle and traffic, criminal, civil, and small claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are case files maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are indexes maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>Accountability</u>	<u>YES</u>	<u>NO</u>
Is accountability (a comparison of cash to liabilities) determined at the end of each month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Determination of Accountability:</i> Date Performed <u>6/10/23</u> Month Ending <u>May 23</u>		

# Appendix F -

## General Recordkeeping Requirements for Town and Village Justice Courts continued

<u>Reports to Division of Criminal Justice Services</u>	<u>YES</u>	<u>NO</u>
Are reports made timely to the Division of Criminal Justice Services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>If yes, why were reports late and what corrective actions were taken?</i> _____		

<u>Reports to Justice Court Fund</u>	<u>YES</u>	<u>NO</u>
Are monthly reports made timely to the Justice Court Fund?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts agree with cash receipt and disbursement books?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do reported amounts agree with docket dispositions and case files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last Report Submitted:</i> <i>Month Ending</i> <u>5/23</u> <i>Date</i> <u>6/1/23</u> <i>Amount</i> <u>\$2943</u>		
Has the court received any notices regarding late reporting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>If yes, why were reports late and what corrective actions were taken?</i> _____		

<u>Reporting to Department of Motor Vehicles - TSLE&amp;D Program</u>	<u>YES</u>	<u>NO</u>
Is information reported timely to TSLE&D?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are reports from TSLE&D to the court maintained and utilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Last TSLE&amp;D Report Available:</i> _____ <i>Date</i> <u>None DMV</u>		
How many cases are shown as pending in the last TSLE&D report? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the number of pending cases reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
How many cases are shown as pending for more than 90 days?	<input type="checkbox"/>	<input type="checkbox"/>
What actions have been taken to dispose of these cases?	<input type="checkbox"/>	<input type="checkbox"/>
Has the court received any notices regarding pending cases?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, why were the cases pending and what corrective actions were taken, if any?</i> _____		
Has the court received any notices regarding late monthly reporting?	<input type="checkbox"/>	<input type="checkbox"/>

no access since 1/23



Appendix F --

General Recordkeeping Requirements for Town and Village Justice Courts continued

<i>If yes, why were the reports late and what corrective actions were taken?</i> <hr/>		
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Comments and Conclusions

Financial Status Looks Good

All looks in order

*[Signature]*

# Appendix 10 – Annual Checklist for Review of Justice Court Records

Name of Municipality:

Granville Village

Month Reviewed:

6/22

Through

1/23

Name of Justice:

Don MacCHESSE

Review Performed By:

Gordon Smith

Date

7/25/23

# Annual Checklist for Review of Justice Court Records

Yes No

## Cash Receipts Book

► Are pre-numbered receipt forms issued for all collections?

☒ ☐

► Are duplicate receipts kept for court records?

☒ ☐

► Are receipts recorded up-to-date?

☒ ☐

*Last recorded receipt:*

# \_\_\_\_\_ Date 10/22 Amount 30.00

► Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?

☒ ☐

► Are deposits identified?

☒ ☐

► Are duplicate deposit slips kept for court records?

☒ ☐

► Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?

☒ ☐

► Are deposits recorded up-to-date?

☒ ☐

*Last recorded deposit:*

Date 10/22 Amount 30.00

► Is the receipt book totaled and summarized at the end of each month?

☒ ☐

*Last Month Totaled and Summarized* \_\_\_\_\_

## Cash Disbursements Book

► Are pre-numbered checks used for all disbursements other than petty cash?

☒ ☐

► Are all checks signed by the Justice?

☒ ☐

► Are canceled checks (or check images) returned with bank statements and kept for court records?

☒ ☐

► Are checks recorded up-to-date?

☒ ☐

*Last recorded check:*

# 285 Date 10/22 Amount 30.00

## Bank Reconciliations

► Are bank accounts reconciled promptly after bank statements are received?

☐ ☐

*Last Bank Reconciliation for Each Bank Account:*

Date Performed 7/3/22 Month Ending 6/23

## Additional Supporting Records

► Is a list of bail maintained?

☒ ☐

► Is a record of uncollected installment payments maintained?

☐ ☐

# Annual Checklist for Review of Justice Court Records

Yes No

## Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ✓ ☐
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ✓ ☐
- ▶ Do dockets for disposed cases appear to be complete? ✓ ☐
- ▶ Do dockets for disposed cases agree with amounts reported? ✓ ☐

## Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ✓ ☐
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ✓ ☐

Last Cash Reconciliation:

Date Performed 7/3/23 Month Ending 6/23

## Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ✓ ☐
- ▶ Has the court received any notices regarding late reporting? ✓ ☐  
If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

## Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ✓ ☐
- ▶ Do reported amounts agree with docket dispositions and case files? ✓ ☐
- ▶ Do reported amounts agree with cash receipt and disbursement books? ✓ ☐  
Last report submitted: Month Ending 6/23 Date 7/3/23 Amount Over
- ▶ Has the court received any notices regarding late reporting? ✓ ☐  
If yes, why were the reports late and what corrective actions were taken? \_\_\_\_\_

# Annual Checklist for Review of Justice Court Records

Yes No

## Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases?  
If yes, why were the cases pending and what corrective actions were taken, if any \_\_\_\_\_

☒ ☐

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized?  
Last TSLED Report Available: Date NA

☒ ☐

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report? NA

☒ ☐

- Does the cash book total agree with the bank reconciliation and supporting information?

☒ ☐

- Is the number of pending cases reasonable?
- How many cases are shown as pending for more than 90 days? NA
- What actions have been taken to dispose of these cases?

☒ ☐

## Overall Evaluation

All looks to be in order.  
John Smith

JULY 30 2023

I Phil Hoyt request Veterans Park  
ON September 10th from 12 - 4 PM  
for The 12th Annual Operation Adopt  
A Soldier Benefit Concert

Thanks  
Phil Hoyt

518 642 0536