

Village Budget Workshop
February 22, 2024, 6:00pm
Village Municipal Center

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

Village Key Staff: Police Chief Ernie Bassett Jr., DPW Superintendent Scott Mackey, Village Justice Roger Forando, Deputy Clerk-Treasurer Dee Scarlotta, and Clerk-Treasurer Rick Roberts

Press/Others: None

Mayor Labas led those in attendance in the Pledge of Allegiance and called the Workshop to Order at 6:00pm.

The Mayor asked the Clerk-Treasurer to provide an overview of the Working Copy of the Budget for the Board. The Clerk reviewed revenues and expenses for each of the three funds and answered questions. The Board requested that the Budget Officer adjust the Local Ordinance Officer's salary to \$15,000 and offset any incremental increases through other General Fund appropriation line items, with the levy increase to remain at 2.97%. The Budget Officer advised that he would make these adjustments and re-circulate the Working Copy to the Board. The increases for the Water Fund (\$15/household unit) and Sewer Fund (\$10/household unit) were reviewed and the Board advised that they wanted to advance at these levels.

Village Justice Roger Forando presented a proposal relating to the Village Court to the Board. The proposal contained a salary increase for himself in the amount of \$1,200 and reductions in the salaries of the Associate Justice and Court Clerk. The Mayor thanked the Judge for his presentation.

Award RFP—Main Street Technical Assistance Program: Mayor Labas asked the Clerk-Treasurer to brief the Board concerning the proposals received for the Technical Assistance Program. The Clerk advised that three proposals had been received from consulting firms. Each firm proposes to meet with Village Officials and property owners to obtain their visions for the property, then develop cost estimates to affect the designs/changes as proposed. These cost estimates then can be utilized to develop a larger grant application to promote the visions/designs advanced. The Clerk advised that he had consulted with the Lake Champlain-Lake George Regional Planning Board, the Deputy Clerk-Treasurer, and the Mayor in developing a scoring matrix for the three applications. The matrix included items like staff qualifications, each firm's familiarity with NYS Programs, costs, and any relevant work that might have been completed locally. Based upon these factors, the proposal received from ReGrowth Planning Services is recommended. The proprietor's well-regarded work in Glens Falls, Saratoga, and Lake George was cited, in addition to the principal of the company residing locally in Pawlet, VT. Following a period of discussion, Trustee Davies moved that the contract be awarded to ReGrowth Planning as recommended, in an amount not to exceed \$21,045.00. Trustee Brown seconded the motion and it carried unanimously.

At 7:25pm, Trustee Davies moved that the Board convene and Executive Session at 7:25pm to consider a potential applicant for the Village Justice Court. Trustee Brown seconded the motion and it carried unanimously.

At 7:35pm, Trustee Hyatt moved that the Board return to regular session. Trustee Brown seconded the motion and it carried unanimously.

Mayor Labas cited Village Justice Forando's testimony during the December 2023 Village Board Meeting relating to the appointment of an Associate Justice. As the Village Justice indicated that State Law requires Justice Courts to have an Associate, the Mayor has been searching for a trained/qualified candidate locally. Following a brief period of discussion, Trustee Davies moved the appointment of Susan Johnson to the position of Associate Justice, subject to completion of any localized background check, at a salary of \$2,000/year. Ms. Johnson is a practicing Town Justice in Whitehall and carries the necessary certifications associated with the position and will not require any training before commencement of her term. Trustee Brown seconded the motion and it carried unanimously.

There being no other business to consider, Trustee Davies moved that the Workshop be adjourned at 7:35pm. Trustee Hyatt seconded the motion and it carried unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Richard H. Roberts', with a stylized flourish at the end.

Richard H. Roberts
Village Clerk-Treasurer