

**Village Board Meeting**  
**May 6<sup>th</sup>, 2024, 7:00pm**  
**Village Municipal Center**

**Agenda**

1. Pledge of Allegiance
2. Call to Order
3. Ratify Meeting Minutes (4/1)
4. Monthly Reports
5. Appropriations
  - General Fund
  - Water Fund
  - Sewer Fund
  - Senior Shuttle
  - Unaudited Claims
6. Budget Transfers
7. Resolution: Exemption of Certain Local Matters from County Planning Board Review
8. Discussion of Requests for Changes in Zoning Map
9. Mayor's Reports
  - A. Ratify Fire Dept. Officers
  - B. Schedule Year-End Appropriations Meeting
  - C. Planning Board Appointment
  - D. Other
10. Public Comment
11. Executive Session
12. Adjournment

**Village Board Meeting and Public Hearing**  
**April 1, 2024, 7:00pm**  
**Village Municipal Center**

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

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

Press: Doug LaRocque, *NYVT Media* and Julie Fedler, *NYVT Media*

Others: Mr. Erik Pekar, Mr. Steve & Mrs. Felicia Dougerty, Mr. Matthew Rollwagen, and Mr. George Demas

Mayor Labas led those in attendance in the Pledge of Allegiance at 7:00pm. He then called the Public Hearing to order concerning the 2024-25 Tentative Budget.

Public Hearing—2024-25 Tentative Budget: The Mayor reviewed the rules for public comment for all Public Hearings conducted by the Village and requested the sign-in sheet from the rear of the room. The Mayor noted that no one had signed in to be recognized. He inquired if anyone wished to be heard concerning the Tentative Budget. There was no public comment.

There being no public input, Trustee Hyatt moved that the Public Hearing be closed at 7:02pm. Trustee Davies seconded the motion and it carried unanimously.

Mayor Labas called the regular session to order at 7:02pm.

Consider Action—2024-25 Tentative Budget: The Mayor inquired if the Board had any final comments concerning the Tentative Budget prior to considering action. Trustees Hyatt and Davies spoke briefly in favor of the Budget as proposed. Following their comments, Trustee Hyatt moved adoption of the 2024-25 Tentative Budget as presented/published to the Village website. Trustee Davies seconded the motion and it carried unanimously.

Ratify Meeting Minutes: Trustee Davies made a motion to ratify the Minutes of the Meeting of March 4<sup>th</sup> as published to the Village website. Trustee Hyatt seconded the motion and it carried unanimously.

Monthly Reports: Mayor Labas reviewed the following reports with the Board: Police Dept., Fire Dept., Local Ordinance Officer, Village Court, and Water Dept. (3 samples taken, all satisfactory). Trustee Hyatt moved acceptance of the monthly reports as read. Trustee Davies 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: \$113,743.81

Water Fund: \$11,248.22

Sewer Fund: \$43,040.10

Senior Shuttle: \$1,042.10

Unaudited

Vouchers: \$1,279.09

Total Claims: \$170,353.31

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

Budget Transfers: The Clerk-Treasurer circulated a memo recommending several Budget Transfers in the General and Water Funds in order to avoid overdrawing any individual line items in the funding of this evening's appropriations. The suggested transfers were as follows:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<b><u>General Fund</u></b>			
A11104	Village Court Cont. Exp.	+\$250.00	Small over-run, Court Supplies
A16204	Municipal Center, Cont. Exp.	+\$3,000.00	Increased Power, Sanit. Costs, MC
A95509	Capital Projects	-\$3,250.00	Cure above shortfalls
A31202	Police Equipment	+\$68,292.00	Show purchase of new Police Cruiser
A2680	Insurance Recoveries	+\$42,355.00	Show Insurance Recovery, 2019 Charger
A4960	ARPA Funding	+\$25,937.00	Show balance of ARPA Funding
<b><u>Water Fund</u></b>			
F83304	Purification	+\$2,100.00	Increased Chemical Costs, Water Plant
F2655	Minor Sales	+\$2,100.00	Cure above shortfall

Following a brief period of discussion, Trustee Davies moved approval of the transfers as recommended. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Rules of Procedure: The Mayor briefly reviewed the proposed Rules of Procedure that govern the manner in which the Village Board conducts business. He noted few changes beyond dates and syntax. Trustee Hyatt moved ratification of the Rules of Procedure as circulated/posed to the Village website. Trustee Davies seconded the motion and it carried unanimously.

Mayoral Appointments: Mayor Labas advanced the following candidates for Village offices (term specified):

Local Ordinance Officer: Curtis Pedone (1 year)  
Dog Control Officer: Nancy Quell (1 Year)  
Associate Village Justice: Susan Johnson (1 year)  
Planning Board Member: Michele Smith (5 years)  
ZBA Member: Tim Mead (5 years)

Trustee Davies moved approval of the Mayor’s nominations. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Official Newspaper: Mayor Labas moved the appointment of *The Post Star* as the Official Village Newspaper. Trustee Hyatt seconded the motion and it carried unanimously.

Ratify Official Depositories: Trustee Hyatt moved the appointment of Glens Falls National Bank & Trust Company as the Official Village Depository for Village operating funds. He nominated NYCLASS as the custodian of excess funds/reserves for the coming fiscal year. Trustee Davies seconded the motion and it carried unanimously.

Ratify Official Meeting Schedule: In years past, the Village Board has scheduled its regular meetings on the first Monday of each month. In keeping with past practice, Trustee Hyatt moved that regularly-scheduled meetings be conducted on the first Monday, with the exception of September, which conflicts with the Labor Day holiday. As such, the regular meeting for September will be scheduled for the second Monday. Trustee Davies seconded the motion and it carried unanimously.

Ratify Procurement Policy: The Mayor inquired as to the Board’s pleasure concerning the Village procurement policy. He noted no proposed changes to the policy beyond dates and punctuation corrections. Trustee Hyatt moved ratification of the Procurement policy as circulated. Trustee Davies seconded the motion and it carried unanimously.

Ratify Investment Policy: The Mayor noted that similar to the Procurement Policy, the Village Investment Policy proposed no significant changes. Trustee Davies moved ratification of the Investment Policy as circulated. Trustee Hyatt seconded the motion and it carried unanimously.

Resolution—Authorize Payments for Utilities, Petty Cash and Certain Other Claims Prior to Board Audit: In keeping with past practice, Trustee Hyatt sponsored a Resolution to allow for the payment of utility bills, petty cash claims, and certain other billings (Concert Series Acts, Health Insurance, Eyeglass & Dental Insurance, etc.) prior to Board Audit, provided that these billings are within budget limitations. These claims will then be reported as “Unaudited Vouchers” at the next monthly meeting to allow for Board review. Trustee Davies seconded the Resolution and it carried 3-0 via roll call vote.

Approve Mileage Allowance: The Mayor asked the Board’s pleasure concerning the mileage allowance for employees using their personal vehicles when conducting Village business. He noted that the current IRS rate for mileage allowance was 67 cents per mile, and that the present Village rate was 50 cents per mile. Trustee Hyatt moved continuance of a mileage reimbursement rate of 50 cents per mile for the 2024-25 fiscal year. Trustee Davies seconded the motion and it carried unanimously.

Standing Committees: Mayor Labas announced his standing committees for the 2024-25 fiscal year:

<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 Celebrations	
Animal Control	Water/Sewer Comm	Municipal Center	Slate Valley Museum
Time Warner Cable	Firehouses &	Ordinance Enfrcmnt.	Village Property
Vets Park/Conc. Series	Fire Depts.	Street Lights	Recreation Comm.

Police Commissioner  
Senior Shuttle

ZBA

Street Cleaning

GACC  
RERC Grant

Announce LARAC Grant: The Mayor reviewed email correspondence from LARAC advising of the award of a \$3,000 towards the 2024 Summer Concert Series. The Mayor thanked LARAC for their longstanding support and noted that this allowed for the Village to obtain more high-quality performers. He also thanked staff in the Village Clerk's office for their efforts in writing and coordinating the grant application.

Present Summer Concert Series: Mayor Labas reviewed the 2024 Summer Concert Series lineup featuring eight (8) Thursday night acts, and four (4) concerts on Sunday evening in August performed by the Poultney-Granville Town Band. The Mayor feels that the schedule provides for a wide range of genres that he felt would be well-received by our constituents. The Mayor also expressed that he was hopeful for good weather this summer, particularly on the evenings that concerts are held.

Approve Fireworks Display: The Mayor reviewed correspondence from the Village directed to the President of the Granville Little League requesting permission to conduct a Fireworks Display on Friday, July 5<sup>th</sup> at the Little League complex and a response letter advising approval of the request. The Village will provide the Little League with an insurance certificate and also apply for the necessary permit through Washington County in conjunction with the show. Following a brief period of discussion, Trustee Hyatt moved approval of the show to be conducted at the Little League Complex on July 5<sup>th</sup>. Trustee Davies seconded the motion and it carried unanimously.

Set Spring Leaf & Brush Collection Schedule: Mayor Labas reviewed the proposed Leaf & Brush collection schedule for the coming spring season with the Board. The DPW will be removing bagged leaves and sticks/branches bundled in lengths not to exceed four feet on Mondays through Memorial Day (Final collection will be on Tuesday following the Memorial Day holiday). Leaves must be bagged (clear plastic bags or brown paper/decomposable bags and place curbside per the Mayor. Those wishing pick up/service on dates other than those listed on the Village website can call the office of the Village Clerk and/or the DPW Garage directly, and efforts will be made to accommodate requests as the DPW is able/available to do so.

Mayor's Reports: Mayor Labas reviewed the following matters with the Board:

- A. Request for Farmers' Market: The Mayor reviewed a request received from Cyd Groff for the Route 22 Farmers' Market. They would like to operate a market in the Village Parking Lot on Main St. adjoining Country Horizon Realty on Thursday afternoons, beginning on June 6<sup>th</sup> and continuing through October 10<sup>th</sup>. They will work with the DPW to cordon off an area for sales, parking, etc. Following a brief period of discussion, Trustee Hyatt moved approval of the request as submitted. Trustee Davies seconded the motion and it carried unanimously.

The Mayor advised that he had no other matters to report.

At 7:20pm, the Mayor opened the floor to public comment.

Village Justice Roger Forando inquired if the Mayor had intentionally omitted the Court Audit from his listing of responsibilities under his Standing Committees. The Mayor advised that this task had

previously been assigned to Deputy Mayor Smith, but that the Board could assign anyone to conduct the audit, thus it was a task to be assigned at a later date.

There was no further public comment.

At 7:20pm, Trustee Davies moved that the Board convene an Executive Session regarding contractual negotiations within the Police Dept. and a staffing matter concerning the Village Justice Court. Trustee Hyatt seconded the motion and it carried unanimously. *The Village Attorney joined the Board for the Executive Session in its entirety. The Mayor asked the Village Justice to join the Board in Executive Session at 7:45pm. Justice Forando participated in the Executive Session from 7:45-8:00pm.*

At 8:00pm, Trustee Hyatt moved that the Board returned to regular session. Trustee Davies seconded the motion and it carried unanimously.

The Mayor advised that the Board had not made any decisions in the Executive Session that required further action.

At 8:00pm, Trustee Davies moved that the Meeting be adjourned. Trustee Hyatt seconded the motion and it carried without objection.

Respectfully Submitted,



Richard H. Roberts  
Village Clerk

**Special Village Board Meeting**  
**April 22, 2024, 6:00pm**  
**Village Municipal Center**

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

Village Staff: Rick Roberts, Village Clerk-Treasurer

Press/Others: None

Mayor Labas called the Meeting to Order at 6:00pm.

Consider Resolution—NBRC Grant Application: Mayor Labas reviewed a draft Resolution provided by the Lake Champlain Lake George Regional Planning Board concerning the extension of a Water Main from the area of the Church Street Bridge to the intersection of Church St. and Main Street. This existing Main was upgraded when the bridge was replaced and it is of higher capacity (8") than those seen closer to Main Street (4"). This upgrade would provide for better service for commercial and residential customers in the area of proposed work (about 800 linear feet). The grant would provide for 80% funding and a 20% local or NYS match. The Resolution authorizes the Mayor to proceed on behalf of the Village and to execute any documentation associated with the grant application. The Board discussed the Resolution presented. Several members commented that it would also be viewed favorably if the Water Main could be linked to higher capacity mains seen on Main Street to improve fire flows/pressures there. Following the discussion period, Trustee Hyatt sponsored the Resolution by motion as presented. Trustee Davies seconded the motion and it carried unanimously via roll call vote.

The Mayor then inquired if there was any comment from the Board/public concerning other matters. There was no other input.

At 6:10pm, Trustee Hyatt moved that the Meeting be adjourned. Trustee Brown seconded the motion and it carried without objection.

Respectfully Submitted,



Richard H. Roberts  
Village Clerk-Treasurer

# APPROPRIATIONS

## May 6, 2024

<b>GENERAL:</b>	<b>\$</b>	<b>57,794.12</b>
<b>SEWER:</b>	<b>\$</b>	<b>18,209.55</b>
<b>WATER:</b>	<b>\$</b>	<b>20,031.28</b>
<b>SENIOR SHUTTLE:</b>	<b>\$</b>	<b>1,090.96</b>
<b>UNAUDITED VOUCHERS:</b>	<b>\$</b>	<b>1,821.87</b>
<b>TOTAL.....</b>	<b>\$</b>	<b>98,947.78</b>



**Proposed Budget Transfers/Amendment**

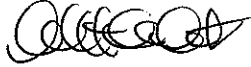
May 2, 2024

The following transfers are recommended for the General, Water, and Sewer Funds in order to avoid overdrawing any individual line items in the funding of this evening's appropriations. Budget Transfers noted with an asterisk involve appropriation of ARPA funding per previous Board authorization:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<b><u>General Fund</u></b>			
A11104	Village Court Cont. Exp.	+\$750.00	Software & Cleaning Expenses, Court
A11101	Village Court Pers. Service	-\$750.00	Cure above shortfall
A16204	Municipal Center, Cont. Exp.	+\$2,500.00	Carpet/Central Air Exp., MC
A14504	Elections Cont. Exp.	+\$50.00	Meals for Election Inspectors
A74104	Youth Services, Cont. Exp.	+\$10.00	Small over-run, Ad for Swim Prog Sprv.
A90608	Health Ins. Premiums	+\$370.00	Health Ins. Prem. Slightly > Budgeted
A2280	Services to Granv. CS	+\$2,000.00	Show Revenue, Crossing Guard
A1120	Sales & Use Tax, Wash. Co.	+\$930.00	ST Rev > Budgeted-Cure above shortfall
A31201	Police Salaries	+\$37,500.00	Salaries and accruals per MOA
A51104	DPW Cont. Exp.	-\$25,000.00	Cure above shortfall
A3501	State Aid, CHIPS	+\$5,750.00	Show increased CHIPS aid
A2303	Snow Removal Services	+\$25,937.00	Snow Rem > Budgeted , Cure shortfalls
A51102	DPW Equipment	+\$9,581.26	Motor Repair, Street Sweeper*
A4960	Federal Aid, ARPA	+\$9,581.26	ARPA Funding, Cure above shortfall*
<b><u>Water Fund</u></b>			
F83204	Power & Pumping	+\$150.00	Power costs slightly > Budgeted
F95509	Capital Projects	-\$150.00	Cure above shortfall
F90608	Health Ins. Premiums	+\$250.00	Health Care Premiums > Budgeted
F83404	Water Dept. Cont. Exp.	-\$250.00	Cure above shortfall
F83402	Water Equipment	+\$4,200.07	New Well Pump (#4)*
F4960	Federal Aid, ARPA	+\$4,200.07	ARPA Funding, Cure above shortfall*
<b><u>Sewer Fund</u></b>			
G90608	Health Ins. Premiums	+\$25.00	Health Care Premiums slightly > Bdgtd
G90558	Disability Ins. Premiums	-\$25.00	Cure above shortfalls

Your approval of the above transfers is requested this evening. If you have any questions or require any further information, please feel free to contact me at your convenience.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Roberts', written in a cursive style.

Richard H. Roberts  
Village Clerk-Treas.

Planning: General Municipal Law 239-m sub-section 3(c)  
Village of Granville Village Board Exemption Resolution

Resolution No: \_\_\_\_\_

Date: \_\_\_\_\_

**TITLE: Exemption of Matters of Local Concern from County Planning Agency Review Agreement**

WHEREAS, the Washington County Planning Agency was created by the Washington County Board of Supervisors as provided by Article 12 B of the General Municipal Law and §220 of County Law; and

WHEREAS, the provisions of General Municipal Law Article B, Section 239 l and m (GML 239) require local municipal bodies in Washington County to submit certain planning and zoning actions to the Washington County Planning Agency for said Agency’s review and recommendation unless excepted by an agreement approved by the municipal body; and the County Planning Agency that such matter is of a local rather than an inter-municipal or county-wide concern; and

WHEREAS, it is in the interest of the County and local municipal bodies for a local municipal body to be able to act on matters of local concern without being bound by the referral requirements of GML 239; and

WHEREAS, having such an agreement for exception of matters which are not of an inter-municipal or county-wide concern is not detrimental to the County or the Village of Granville Village Board; and

WHEREAS, the Washington County Planning Agency has established a process for exempting matters and actions of local concern from the referral requirements of GML 239; now, therefore, be it

RESOLVED, that the attached agreement entitled “*Exemption of Matters of Local Concern from County Planning Agency Review Agreement*” shall exempt actions of local concern under this agreement from the referral requirements of GML 239 shall exist between the County Planning Agency and the Village of Granville Village Board; and be it further

RESOLVED, that said agreement shall apply to planning and zoning reviews and actions of the Village of Granville Village Board; and be it further

RESOLVED, that a copy of this resolution with the attached agreement shall be provided to the Washington County Planning Agency; and be it further

RESOLVED, that this agreement shall take effect immediately.

Introduced by: \_\_\_\_\_

Ayes: \_\_\_\_\_

Motion by: \_\_\_\_\_

Nayes: \_\_\_\_\_

Seconded by: \_\_\_\_\_

{Seal}

Carried: \_\_\_\_\_

Signature: \_\_\_\_\_

Village of Granville Village Board, Authorized Official

March.17th, 2024

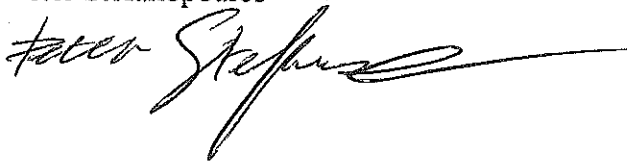
ATTN :  
Mayor Paul Labas  
Granville Village Trustees

Dear Mr. Labas and Granville Village Trustees,

This letter is in regards to the business district in Granville. We kindly ask that the district is moved to include 43 W Main Street, which currently ends at the intersection (right at the gates of the property). We believe this would be beneficial for the town of Granville as we plan to bring in business & revenue for the town from tourists visiting! We thank you kindly for taking the time to read our proposal. For any questions, please feel free to contact me at 845-453-3678.

Sincerely,

Peter Stefanopoulos

A handwritten signature in black ink, appearing to read "Peter Stefanopoulos", written over the printed name.



*Granville Fire Department*  
*51 Quaker Street*  
*Granville, NY 12832*



Granville Village Offices  
51 Quaker Street  
Granville, NY 12832

April 16, 2024

To Mayor Labas and Granville Village Trustees,

The Granville Fire Department held annual elections on April 16, 2024 and voted in Michael Zinn as Fire Chief and Keith Seebode as Assistant Fire Chief. I am writing to request you consider these appointments for the 2024 operating year.

Sincerely,

A handwritten signature in black ink that reads "Matt James".

Matt James  
Secretary