

Village Board Meeting
July 1st, 2024, 7:00pm
Village Municipal Center

Agenda

1. Pledge of Allegiance
2. Call to Order
3. Accept Resignation of Trustee, Appointment of New Trustee
4. Ratify Meeting Minutes (6/3)
5. Monthly Reports
6. Appropriations
 - General Fund
 - Water Fund
 - Sewer Fund
 - Senior Shuttle
 - Unaudited Claims
7. Budget Transfers
8. Appointment of Trustees (3)—Pember Library & Museum
9. Mayor's Reports
 - A. Resolution—Pro Housing Community
 - B. Other
10. Public Comment
11. Executive Session
12. Adjournment

**Village Board Meeting
June 3, 2024, 7:00pm
Village Municipal Center**

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, Police Chief Ernie Bassett Jr., Fire Chief Michael Zinn, Ass't Chief Keith Seebode, Local Ordinance Officer Curt Pedone, Sgt. Josh Whitney, Police Officer Matthew Brayman, Deputy Clerk-Treasurer Dee Scarlotta, and Clerk-Treasurer Rick Roberts

Press: Doug LaRoque, NYVT Media, Erik Pekar, NY-VT Media

Others: Ms. Heather Leaman, Mr. Matthew Rollwagen, Mr. John Harney, Mr. Pete Kishak, Mr. George Demas, and Mrs. Kathy Juckett

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

Ratify Meeting Minutes: Deputy Mayor Smith moved ratification of the Minutes of the Meetings of May 6th and May 22nd as posted to the Village website. Trustee Hyatt seconded the motion and it carried unanimously.

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

Resolution—Justice Court Audit: The Mayor advised that Trustee Davies had completed the annual audit of the Village Court based upon the template provided by the Office of the State Comptroller. The Board briefly reviewed the audit results. Trustee Davies then sponsored a Resolution by motion summarizing the audit findings. Deputy Mayor Smith seconded the motion and it carried unanimously via roll call vote.

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

General Fund:	\$145,580.03
Water Fund:	\$24,615.56
Sewer Fund:	\$45,565.42
Senior Shuttle:	\$1,317.22
Unaudited	
Vouchers:	<u>\$108.02</u>
Total Claims:	\$217,186.25

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

Budget Transfers: The Clerk-Treasurer circulated several suggested Budget Transfers for the 2023-24 fiscal year relating to the final payroll and retirement accruals:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A31201	Police Dept. Salaries	+\$10,000.00	Final Vacation and time off accruals
A33101	Crossing Guard P/S	+\$50.00	Final P/R Accruals
A90108	ERS Retirement	+\$4,000.00	Final Ret't Accrual, NYS
A90158	Police Ret't	+\$6,000.00	Final Accrual, NYS Ret't
A90308	FICA Taxes	+\$1,500.00	FICA Taxes, P/R Accruals
A31204	Police Dept. C/E	-\$12,000.00	Cure above shortfalls
A19104	Insurance Premiums	-\$5,500.00	Cure above shortfalls
A2612	Stop DWI Patrols	+\$4,050.00	DWI > Budgeted, cure shortfalls

Water Fund

F83401	Water Salaries	+\$50.00	Small over-run, Water Salaries
F97007	Interest, Water Plant Bond	-\$50.00	Interest < Budgeted, Cure shortfall

Sewer Fund

G81101	Sewer Salaries	+\$2,750.00	Sewer Salaries > Budgeted
G95509	Capital Projects	-\$2,750.00	Cure above shortfall

Following a brief period of discussion, Deputy Mayor Smith moved approval of the Budget Transfers as recommended. Trustee Hyatt seconded the motion and it carried unanimously.

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

- A. **Zombie Property Update:** Mayor Labas advised that another zombie property housing squatters had been cleared this past month. This property is located on Morrison Avenue. Following eviction, the bank had the property professionally cleaned and secured it. The Mayor is also working with the Local Ordinance Officer concerning another property with similar circumstances. The Mayor thanked Curt Pedone for his time and efforts in managing these properties. He advised that the Village's efforts to combat these issues will continue.
- B. **Revisit Request for Change in Use/Zoning:** Mayor Labas revisited a letter received from Mr. Peter Stephanopoulos concerning the former Masonic Lodge located at 43 East Main Street. They are seeking to use the property for special events such as bridal showers, post-funeral gatherings, etc. However, the property is zoned residentially. This matter was discussed last month and tabled. The Board discussed this matter and Trustee Hyatt suggested that this matter be referred to the Planning Board for consideration to classify it as an Inn. If it were classed as an Inn, these activities could be permitted in the present zoning classification through

a Special Use Permit. The Planning Board would consider matters such as parking, refuse removal, and overall impacts to the surrounding neighborhood when considering the Special Use Permit. If the Planning Board does not feel that they can classify the property in this way, they would then refer the applicants to the Zoning Board of Appeals. Following Trustee Hyatt's suggestion, a period of discussion ensued. At the conclusion of the discussion period, the Board agreed to proceed per Trustee Hyatt's suggestion. The Planning Board Clerk will reach out to the local property manager to initiate the referral process.

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

Mrs. Kathy Juckett asked several questions concerning Planning/Zoning matters.

Mr. Peter Kishak commented concerning the request for change of use/zoning for 43 West Main St. He feels that if parking is a concern for this facility, perhaps the owner should consider purchasing an adjoining parcel and developing parking to support the requested use(s).

Fire Chief Zinn inquired if the Board had any further information concerning the Department's request to lease out the former Henry Hose Fire Station and/or consider a change in Zoning for the property. He advised that a copy of the Bylaws for the Henry Hose Company had been located but that there was no specification as to what happened to Company property upon merger/dissolution. The Mayor advised that the Board has been working with the Village Attorney to seek answers concerning ownership and the Department's questions. A period of discussion ensued between the Fire Chief, Assistant Chief, Village Board, and Mrs. Juckett. At the conclusion of the discussion period, Trustee Hyatt suggested that the Fire Company Officers meet with himself and the Mayor weekly or biweekly in hopes of sharing information as it became available and fostering better communications.

There was no further public comment.

At 7:40pm, Trustee Hyatt moved the Board convene an Executive Session regarding a matter pertaining to employee relations/contract negotiations. Deputy Mayor Smith seconded the motion and it carried unanimously.

At 8:00pm, Deputy Mayor Smith moved that the Board return to regular session. Trustee Davies seconded the motion and it carried unanimously.

The Mayor advised that no decisions were made during the Executive Session.

There being no further business, Deputy Mayor Smith moved that the meeting be adjourned. Trustee Hyatt seconded the motion and it carried without objection.

Respectfully Submitted,

Richard H. Roberts
Village Clerk-Treasurer

APPROPRIATIONS

July 1, 2024

GENERAL:	\$	40,836.83
SEWER:	\$	22,601.37
WATER:	\$	3,959.69
SENIOR SHUTTLE:	\$	1,019.63
UNAUDITED VOUCHERS:	\$	14,338.89
TOTAL.....	\$	82,756.41

Proposed Budget Transfers/Amendment

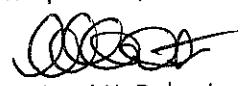
July 1, 2024

The following transfers are recommended for the General, Water & Sewer Funds in connection with the closing of the **2023-24 fiscal year** based upon the final payroll and retirement accruals.

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A14101	Deputy Clerk P/S	+\$475.00	Service as Election Insp., OT
A14504	Elections C/E	+\$1.00	Small Over-run, Meal for Inspectors
A16204	Mun. Center C/E	+\$23.00	Small Over-run
A31201	Police Dept. P/S	+\$50.00	Final salary accrual, PD
A33101	Crossing Guard P/S	+\$150.00	Final salary accrual, Crossing Guard
A90308	FICA Taxes	+\$26.00	Final salary accruals
A11101	Village Court, P/S	-\$725.00	Cure above shortfalls
<u>Water Fund</u>			
F83401	Water Salaries	+\$5.00	Small over-run, Water Salaries
F90558	Disability Ins. Premiums	-\$5.00	Cure above shortfall
<u>Sewer Fund</u>			
G90108	NYS Retirement	+\$300.00	Retirement > Budgeted
G95509	Capital Projects	-\$300.00	Cure above shortfall

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,



Richard H. Roberts
Village Clerk-Treasurer

Proposed Budget Transfers/Amendment

July 1, 2024

The following transfers are recommended for the General Fund to allow for the appropriation associated with the creation of a website to provide a centralized calendar and promote the local/regional cultural/recreational assets. These transfers pertain strictly to the ARPA monies received through the Federal Government:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A4960	Federal Aid, ARPA	+\$3,000.00	Show Federal Aid, ARPA
A16204	Municipal Center C/E	+\$3,000.00	Show website construction expense

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

Respectfully Submitted,



Richard H. Roberts
Village Clerk-Treas.

Date: July 1, 2024

To: Mayor Paul Labas,

From: Mary King, President, Pember Library & Museum

Subject: Appointments, Pember Library & Museum Board

In accordance with the Village's annual charge to appoint three (3) members to the Pember Board of Trustees, the Board would like to offer the following recommendations for consideration for appointment to a three year term of service thru June 30, 2027:

Mrs. Carol Knipes
Mr. Murray McHugh
Mrs. Gizele Zeitler

Should you have any questions or wish further information in regards to the above candidates, please don't hesitate to contact me or any Board member at your convenience. Thank you.

Pro-Housing Communities Program

Governor Hochul's Pro-Housing Communities Program rewards communities that are designated under the program with prioritization in municipal applications for various discretionary funding programs and it has become a requirement of eligibility to receive funding under the **Downtown Revitalization Initiative (DRI)**, the **NY Forward program**, **NY Main Street program**, and the **Public Transportation Modernization Enhancement Program (MEP)**. These state funded programs empower municipalities to plan and implement local economic development initiatives and implement programming to address housing issues at a community-level.

Steps to become a Pro-Housing Community:

- Submit a letter of intent from an authorized official to HCR at prohousing@hcr.ny.gov. Once HCR receives the letter of intent, the municipality will receive a link to submit necessary documentation.
- Executed Pro-Housing Community Resolution (by Village Board)
- Zoning map file
- Zoning code summary
- Housing planning and building permit information from prior five years (2018-2022)

The Lake Champlain Lake George Regional Planning Board can provide assistance working through any of these steps and coordinating with HCR on the program. Additionally, HCR recognizes that not all communities have access to these records and will work with that community accordingly.

Pro-Housing Communities Model Resolution

Any city, town, or village government in New York State can take part in addressing the housing crisis by adopting the Pro-Housing Communities pledge. The resolution must be adopted as written below by the highest body of elected officials (e.g., town board or council). The final resolution document must include a signature from the municipal clerk verifying the authenticity of the resolution and indicating the date of passage. Local governments should then designate a primary contact person to complete the online registration form and upload the resolution as part of their submission to the Pro-Housing Communities program by following the steps at [new HCR website section].

RESOLUTION No: [INSERT RESOLUTION NUMBER]

[Member of highest body of elected officials] _____ moved and [other member of highest body of elected officials] _____ seconded that

WHEREAS, the City/Town/Village of _____ (hereinafter "local government") believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State's economic growth and community well-being;

WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities;

WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities;

WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

NOW, THEREFORE, IT IS HEREBY RESOLVED that City/Town/Village of _____, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.
2. Adopting policies that affirmatively further fair housing.
3. Incorporating regional housing needs into planning decisions.

4. Increasing development capacity for residential uses:
5. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.