

**Village Board Meeting**  
**February 3<sup>rd</sup>, 2025, 7:00pm**  
**Village Municipal Center**

**Agenda**

1. Pledge of Allegiance
2. Call to Order
3. Ratify Meeting Minutes (1/6)
4. Monthly Reports
5. Appropriations
  - General Fund
  - Water Fund
  - Sewer Fund
  - Senior Shuttle
  - Unaudited Claims
6. Budget Transfers, if necessary
7. Appoint Election Inspectors
8. Mayor's Reports
  - A. Schedule Budget Workshop
  - B. Other
9. Public Comment
10. Executive Session, if necessary
11. Adjournment

**Village Board Meeting  
January 6<sup>th</sup>, 2025, 7:00pm  
Village Municipal Center**

Attendance: Village Board: Mayor Paul Labas, Deputy Mayor Gordon Smith Jr. (via teleconference), Trustees Dean Hyatt, Denise Davies, and Heather Leaman.

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

Press: Erik Pekar and Brett Porter, *NYVT Media*

Others: Mrs. Karin Rozell, Mrs. Nancy Bixby, Mrs. Jacqueline Williams, Ms. Annora McGarry Andrus, Mr. Matthew Rollwagen, Mr. Peter Kishak, and Mr. Dan Williams

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 December 2<sup>nd</sup> as posted to the Village website. Trustee Leaman seconded the motion and it carried unanimously.

Monthly Reports: Mayor Labas reviewed the following monthly reports with the Village Board: Police Dept., Water Dept. (3 samples, all satisfactory), Fire Dept., Local Ordinance Officer, and Village Court. 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:	\$40,596.14
Sewer Fund:	\$25,788.54
Water Fund:	\$11,420.14
Senior Shuttle:	\$1,229.94
Unaudited	
Vouchers:	<u>\$5,228.71</u>
 Total Claims:	 \$82,263.47

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

Budget Transfers: The Clerk-Treasurer briefly reviewed several recommended budget transfers for the General, Water & Sewer Funds in order to avoid overdrawing any individual line items in the funding of this evening's appropriations:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<b><u>General Fund</u></b>			
A19104	Insurance Premiums	+\$100.00	Highway Work Permit, DOT
A80104	Contractual Expense, ZBA	+\$25.00	ZBA Legal Notices > Budgeted
A95509	Capital Projects	-\$125.00	Cure above shortfalls

**Water Fund**

F83204	Power & Pumping	+\$3,250.00	Power costs > Budgeted
F83404	Contractual Expense, Water	-\$3,250.00	Cure above shortfall

**Sewer Fund**

G95509	Capital Projects	+\$500.00	Eng. Fees, Pump Station Upgrades
G81304	Contractual Expense, Sewer	-\$500.00	Cure above shortfall

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

Resolution—Set Date, Time, Place for General Village Election: Mayor Labas referenced the proposed Resolution concerning the General Village Election to be conducted on March 18<sup>th</sup>. He advised that the Resolution set out the date, hours and polling location for the election. He noted that this was consistent with prior Village elections—namely, that they are conducted on the third Tuesday in March, from Noon to 9:00pm, with the Village Municipal Center serving as the sole polling location. Following a brief period of discussion, Trustee Leaman sponsored the Resolution by motion. Deputy Mayor Smith seconded the motion and it carried unanimously through a roll call vote.

Resolution—Abolish Village Registration Day: The Mayor advised that the Village has the option to sponsor one or more registration days, and place staff at the Village offices to assist unregistered voters in the registration process. However, he noted that voter registration through Washington County is available in a variety of means—online, in person at any municipal office by requesting a registration form, mail, etc. He then inquired as to the Board’s pleasure concerning sponsorship of registration days(s). Trustee Davies then sponsored a Resolution to abolish Village Registration Day based upon the relative ease with which constituents can register at any time. Trustee Leaman seconded the motion and it carried unanimously via roll call vote.

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

- A. 2025-26 Budget Process: The Mayor reviewed the process for the 2025-26 Budget Cycle. He advised that he would be meeting with the Budget Officer to provide guidance/direction regarding the Board’s priorities for the coming year. The Budget Officer will then meet with Dept. Heads in January and present a working copy of the Budget to the Board at the February Board Meeting. In February, the Board will schedule a Budget Workshop to review the Working Copy of the Budget and make any changes as necessary. The Mayor advised that at the March Board Meeting, the Board would set the Tentative Budget and it would then remain static for a period of 30 days. Finally, on April 7<sup>th</sup>, the Village Board will conduct

a Public Hearing to accept input on the Tentative Budget. Following the Public Hearing, the Board will move to adopt the 2025-26 Budget, as published, or as amended. Mayor Labas advised that he hoped that the levy increase for 2025-26 will be 2.5% or less, and that small increases (in the range of \$5/year to \$10/year) were expected for the Water and Sewer Funds.

- B. Update—Discover Granville Website Launch: Mayor Labas recognized representatives from the Branding/Marketing group formed through the RERC Grant to brief the Board concerning the launch and utilization of the new website “Discover Granville, NY”. Mrs. Karin Rozell advised that the website had been launched in December and asked Mrs. Jacqueline Williams to provide some feedback as to the use seen on the new site. Mrs. Williams advised that there had been in excess of 700 unique visitors to date, with over 2,400 page views. She asked that anyone who had information to share would please share the same with the Committee and that they would work to get it posted. The Committee plans a “launch party” in late January at the Pember Library and Museum per Mrs. Williams. The committee also hopes to reach out to regional partners in the coming months to promote the Rail Trail and other recreational resources in an effort to make the site sustainable. Mayor Labas thanked the committee for their efforts and noted that he and other Board members had viewed the website and were pleased with the content, design, etc. At the conclusion of the presentation, Trustee Hyatt moved that the balance of the funds for the design of the site (\$3,000) be appropriated. Trustee Leaman seconded the motion and it carried unanimously.
- C. ZBA Appointment: Mayor Labas advised that he had appointed Ronald Withrow to the Zoning Board of Appeals, effective December 23<sup>rd</sup>, to fill the unexpired term of Susan Hurley, who relocated from the Village in the late fall. The Mayor advised that Mr. Withrow lived on West Main Street, had a military background, and previous service on other municipal boards. He thanked Mr. Withrow for his interest in the position and the ZBA for their continued efforts to aid in the responsible development of the Village.
- D. Coin Drop Requests (7): The Mayor reviewed a series of coin drop requests from local civic organizations. He noted that the Board had previously limited the number of coin drops to six (6) per year and that they were generally processed on a first come-first served basis. A period of discussion ensued concerning the requests at hand. Following the discussion period, Trustee Hyatt moved that the Board grant the requests as submitted, with an exception being made for the seventh coin drop for 2025 only. Trustee Leaman seconded the motion and it carried unanimously. Mayor Labas noted that this was a one-time exception, and that in the future requests would have to be approved on a rotating basis if more than six requests were received.
- E. Final Report—Tree Lighting Ceremony and Lighted Tractor Parade: Mayor Labas thanked all those involved with the events leading up to the Holidays. He noted that the Chamber/Village tree lighting went off well, with good attendance and many children and families well served. Likewise, the Lighted Tractor Parade saw an excellent turnout and there were very few, if any, reported issues. The Mayor thanked the Chamber of Commerce, DPW, Police Dept., and tractor parade co-chairs Paul Garrone and Krystle Morey for their efforts in making the holidays merry and bright. He noted that this was always a special time in Granville.

Mayor Labas opened the meeting to public comment at 7:35pm.

Mr. Pete Kishak suggested that if the Board could not approve all coin drop requests, perhaps they could consider suggesting alternate fundraising activities like a raffle, etc. He also asked if the insurance quotes that the Village had received were binding—the Mayor advised that the quotes received really amounted to estimated increases received from our broker, rather than formal written quotations.

Trustee Hyatt thanked Local Ordinance Officer Curtis Pedone for his efforts in enforcing local laws and processing violations. He feels that this helps to keep the Village tidy and presentable, and noted that this likely leads to a more favorable real estate market and/or more residents seeking taking pride and providing upkeep to their property.

The Mayor advised that he had no items for the Board to consider in Executive session. There being no other business, he solicited a motion to adjourn the meeting. Trustee Leaman offered the same at 7:40pm, and her motion was seconded by Trustee Davies. The motion carried without objection.

Respectfully Submitted,

Richard H. Roberts  
Village Clerk-Treasurer

# APPROPRIATIONS

## February 3, 2025

<b>GENERAL:</b>	<b>\$ 40,449.89</b>
<b>SEWER:</b>	<b>\$ 17,510.44</b>
<b>WATER:</b>	<b>\$ 8,872.39</b>
<b>SENIOR SHUTTLE:</b>	<b>\$ 1,244.70</b>
<b>UNAUDITED VOUCHERS:</b>	<b>\$ 6,641.76</b>
<b>TOTAL.....</b>	<b>\$ 74,719.18</b>

**Proposed Budget Transfers/Amendment**

February 3, 2025

The following transfers are recommended for the General, Water & Sewer Funds in order avoid overdrawing any individual line items in the funding of this evening's appropriations:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<b><u>General Fund</u></b>			
A11104	Contractual Expense, Court	+\$275.00	Training/Conference Costs
A19104	Insurance Premiums	+\$25.00	Highway Work Permit, DOT
A33101	Pers. Service, Crossing Guard	+\$3,000.00	Show 2nd Cross. Guard per GCS Agree.
A80101	Pers. Service, ZBA	+\$50.00	ZBA has met 5x in 2024-25
A95509	Capital Projects	+\$1,650.00	Village Match, Main St. Tech Ass. Grant
A2280	Services to GCS	+\$3,000.00	Show 2nd Cross. Guard per GCS Agree.
A73104	Cont. Expenses, Youth Prog.	-\$2,000.00	Cure above shortfalls
<b><u>Water Fund</u></b>			
F83204	Power & Pumping	+\$3,250.00	Power costs > Budgeted
F83404	Contractual Expense, Water	-\$3,250.00	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

Date: February 3, 2025

To: Mayor Labas and All Trustees

From: Rick Roberts, Clerk-Treas.

Subj: Recommended Appointees: Election Inspectors

In connection with the upcoming Village Election on March 18<sup>th</sup>, the following inspectors/poll workers are recommended for your consideration:

Diana Scarlotta (Chair)  
Janel Prehoda

The proposed inspectors are Village residents. They have previously served as inspectors for prior Village Elections. While they are not certified by the County, Village Elections differ from County/State/National elections in certain rules/procedures and given that the Village does not employ automated voting machines. As a result, the Election Officer trains the inspectors in accordance with NYCOM's handbook. The Election Officer (myself) is also on hand throughout the election, should they have any questions.

Given that a relatively low turnout is expected for this election, two inspectors are viewed to be adequate. If the election is contested or circumstances change, additional inspectors could be considered. At this time, we are just trying to be sure that the voters are properly served while keeping the costs associated with staffing in mind as well.

If you have any questions or require any further information, please don't hesitate to contact me at your convenience. Thank you.