

Village Board Meeting and Public Hearing
May 5th, 2025, 7:00pm
Village Municipal Center

Agenda

1. Pledge of Allegiance
2. Call to Order
3. Ratify Meeting Minutes (4/7)
4. Monthly Reports
5. Appropriations
 - General Fund
 - Water Fund
 - Sewer Fund
 - Senior Shuttle
 - Unaudited Claims
6. Budget Transfers
7. Appoint Fire Chief and Assistant Chief
8. Ratify New Member, Granville Engine & Hose Co.
9. Mayor's Reports
 - A. Schedule Year-End Appropriations Meeting
 - B. Presentation—Delaware & Hudson Rail Trail Management Plan—D&H Council
Mr. Nic Stark, Rutland Regional Planning Commission, Ms. Jackie Cassiano,
VTRANS, and Mr. Dwayne Daigle, Village Representative
 - C. Other
10. Public Comment
11. Executive Session
12. Adjournment

Village Board Meeting and Public Hearing**April 7th, 2025, 7:00pm****Village Municipal Center**

Attendance: Mayor Paul Labas, Deputy Mayor Dean Hyatt, Trustees Denise Davies, Heather Leaman, and Paul Garrone

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

Press: Erik Pekar, *NYVT Media*

Others: Mr. Daniel Williams, and Mr. Matthew Rollwagen

Mayor Labas led those in attendance in the Pledge of Allegiance and then called the Public Hearing to Order concerning the 2025-26 Tentative Budget at 7:00pm. The Mayor briefly reviewed the rules for public comment seen for all Public Hearings conducted by the Village and then asked if anyone wished to be recognized to provide input.

There was no public input concerning the Tentative Budget. Given that no one wished to be recognized, Deputy Mayor Hyatt made a motion that the Public Hearing be adjourned at 7:02pm. Trustee Leaman seconded the motion and it carried unanimously.

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

Ratify 2025-26 Tentative Budget: Mayor Labas inquired as to how the Board wished to proceed concerning the 2025-26 Tentative Budget. A brief period of discussion ensued. Following the discussion, Trustee Davies moved ratification of the 2025-26 Tentative Budget as circulated/posted to the Village website. Trustee Leaman seconded the motion and it carried unanimously.

Ratify Meeting Minutes: Trustee Leaman moved ratification of the Minutes of The Meeting of March 3rd as posted to the Village Website. Deputy Mayor Hyatt seconded the motion and it carried unanimously.

Monthly Reports: Mayor Labas reviewed the following Monthly reports with the Board: Police Department, Fire Department, Local Ordinance Officer, Water Department (three samples taken, all satisfactory), and Village Court. Trustee Davies moved acceptance of the reports as read. Trustee Leaman 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: \$33,810.97
 Water Fund: \$13,656.55
 Sewer Fund: \$38,762.39
 Senior Shuttle: \$1,805.35
 Unaudited Vouchers: \$2,219.99

Total Claims: \$90,255.25

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

Budget Transfers: Mayor Labas asked the Clerk-Treasurer to review several recommended budget transfers for the General and Water Funds in order to avoid overdrawing any individual line items in the funding of this evening's appropriations. The recommended transfers were as follows:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A11104	Contractual Expense, Court	+\$475.00	Training/Conference Costs, Cleaning
A14504	Contractual Expense, Elections	+\$50.00	Increased Advertising Costs
A16204	Contractual Expense, Mun Cntr	+\$1,100.00	Increased Power/Utility Costs
A51824	Streetlighting	+\$250.00	Increased Power/Utility Costs
A73101	Pers. Service, Youth Programs	-\$1,300.00	Cure above shortfalls
A73104	Cont. Exp., Youth Programs	-\$575.00	Cure above shortfalls
A31204	Contractual Expense, PD	+\$3,500.00	Show Purchases through Grant
A3389	State Aid, Police Dept.	+\$3,500.00	Show Grant Funding
<u>Water Fund</u>			
F83204	Power & Pumping	+\$7,000.00	Power costs > Budgeted
F911	Unreserved/Unapp. Fund Bal	-\$7,000.00	Cure above shortfall

Deputy Mayor Hyatt moved approval of the Budget Transfers as recommended. Trustee Garrone seconded the motion and it carried unanimously.

Ratify Rules of Procedure: Mayor Labas briefly reviewed the proposed Rules of Procedure to be employed by the Village Board in conducting its business for the coming year. The Mayor advised that there were no substantial changes proposed beyond dates/punctuation. Trustee Davies moved ratification of the Rules of Procedure as circulated/posted to the Village website. Trustee Leaman seconded the motion and it carried unanimously.

Ratify Official Newspaper: The Mayor advised that the Village must annually appoint an Official Newspaper to be used for the publication of legal notices and other advertisements. Following a period of brief discussion, Trustee Hyatt moved the appointment of the Sentinel-Times as Official Newspaper. Trustee Garrone seconded the motion and it carried unanimously.

Ratify Official Village Depositories: Mayor Labas briefly reviewed the current financial institutions utilized for the deposit of Village funds. He noted that Arrow Bank (formerly Glens Falls National Bank & Trust Company) was utilized for the Village's operating accounts, while NYCLASS was employed to invest Reserves/excess funds. Trustee Leaman moved re-appointment of Arrow Bank and NYCLASS as official depositories for the coming year. Trustee Garrone seconded the motion and it carried unanimously.

Ratify Official Meeting Schedule: The Mayor briefly reviewed the proposed meeting schedule for the Board of Trustees for the 2025-26 fiscal year. He advised that it was proposed that the Village Board continue to meet on the first Monday of each month at 7:00pm at the Village Municipal Center, absent any conflicts with legal Holidays. He noted the only perceived conflict for 2025-26 was Labor Day (Sept. 1st), and cited that past practice was to schedule for the second Monday of the month when this occurs. Deputy Mayor Hyatt moved ratification of the Official Meeting Schedule as proposed, with the September Meeting to occur on the second Monday at 7:00pm. Trustee Davies seconded the motion and it carried unanimously.

Ratify Procurement Policy: Mayor Labas advised that the proposed Procurement Policy for the purchase of goods and services by the Village had been posted to the Village website and circulated in the Board Meeting Packet. He noted no significant changes beyond dates and punctuation, etc. Trustee Leaman moved ratification of the Procurement Policy as proposed/circulated. Trustee Garrone seconded the motion and it carried unanimously.

Ratify Investment Policy: The Mayor noted that the proposed Investment Policy was similarly circulated/posted, and that no substantial changes were recommended as the policy was based on a template provided by the Office of the State Comptroller. Deputy Mayor Hyatt moved ratification of the Investment Policy as circulated. Trustee Garrone seconded the motion and it carried unanimously.

Resolution—Approve Advance Payment of Claims for Utilities, Postage, Petty Cash Claims, Concert Series Acts, Insurance, etc.: Mayor Labas advised that the Village Board has annually passed a Resolution to allow the staff in the Village Clerk's Office to pay bills for utilities, petty cash claims, Postage, etc. in advance of Board audit/approval, provided that these claims do not exceed the amount within individual line items. These claims are then listed/reported as "Unaudited Vouchers" at the next Village Board Meeting and audited/approved by the Board. In keeping with past practice, Trustee Davies sponsored a Resolution authorizing payment of said claims prior to Board Audit. Deputy Mayor Hyatt seconded the motion and it carried unanimously via roll call vote.

Ratify Mileage Allowance: Mayor Labas noted that the Board annually set the allowance for mileage reimbursement when Village Employees & Volunteers used their personal vehicles in discharging the duties associated with their respective offices. He noted that the present reimbursement rate was 50 cents per mile, but the rate approved by the IRS had increased to 67 cents per mile. Following a brief discussion, Deputy Mayor Hyatt moved that the mileage reimbursement rate be increased to 60 cents per mile for 2025-26. Trustee Garrone seconded the motion and it carried unanimously.

Standing Committees: The Mayor announced his Standing Committees for 2025-26:

<u>Trustee Garrone</u>	<u>Dep. Mayor Hyatt</u>	<u>Trustee Leaman</u>	<u>Trustee Davies</u>
Senior Shuttle	Deputy Mayor	Police Commissioner	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.
	ZBA	Street Cleaning	GACC
	Water Trmt. Plant	Sidewalks	RERC Grant

Announce 2025 Summer Concert Series: The Mayor reviewed the schedule for the 2025 Summer Concert Series. He noted several new acts, some returning favorites, and two local groups of performers. He advised that the concerts would begin on Thursday, July 3rd and continue through Thursday, August 28th. He thanked the staff in the Clerk’s office for coordinating the schedule and the DPW for their efforts to keep the Park looking good throughout the summer season. He noted that more favorable weather is to be expected soon, and stated that he was pleased with this year’s lineup and looking forward to another summer season in the Park.

Approve Fireworks Display—(7/3): Mayor Labas reviewed a letter received from the Granville Little League granting the Village/Town permission to shoot the annual fireworks show on July 3rd at dusk. He noted that the Village Clerk had also confirmed with the Town that they would be continuing their co-sponsorship of this event. The Village has hired DJ Brent Tuttle to provide musical accompaniment to the show in the past. Staff from the Village Clerk’s office works to coordinate the permit process with Washington County Code Enforcement. The Granville Fire Department and Police Department have generally provided support for this event in the past. The Mayor inquired how the Board would like to proceed. Following a brief period of discussion, Trustee Leaman moved that the Village approve the fireworks show for July 3rd, and that the Clerk be authorized to coordinate the permitting process for the same with Washington County. Trustee Davies seconded the motion and it carried unanimously.

Set Spring Leaf/Brush Collection Schedule: The Mayor briefly reviewed the proposed schedule for spring leaf & brush collection through the Village DPW. Collection is proposed to begin next Monday and run for six (6) weeks through Monday, May 19th. Leaves must be bagged in the

spring and placed in clear or brown paper bags. Brush should be bundled in lengths of 4' or less and also placed curbside. Following a brief period of discussion, Trustee Davies moved approval of the schedule as proposed and authorization for the Village Clerk to advertise the same. Trustee Leaman seconded the motion and it carried unanimously.

Mayor's Reports: Mayor Labas updated the Board in the following matters:

- A. Announce LARAC Grant: The Mayor advised that the Village had received a grant of \$3,500.00 through the Lower Adirondack Regional Arts Council (LARAC) in support of the 2025 Summer Concert Series. The Mayor acknowledged LARAC's longstanding support of this program and expressed his appreciation for the same. He noted that this grant allows us to book Concert Acts of greater quality and number than the Village would otherwise be able to support solely through its annual budget.

- B. Resolution—NYS Retirement System: Mayor Labas noted that the Village had received correspondence from the NYS Retirement System indicating that it was time to update our Resolution concerning Elected and Appointed Officials. As they do not participate in a timekeeping system (e.g. submit time cards, etc.) they are required to maintain a record of their activities and submit the same when requested by the Retirement System. The Mayor noted a sole participant, Nancy Quell (Dog Control Officer). He noted that Mrs. Quell is paid approximately \$275/mo and that she generally reports service of 8-12 hours (1 – 1.5 days). Following a brief period of discussion, Deputy Mayor Hyatt sponsored a Resolution reflecting the above data by motion. Trustee Davies seconded the motion and it carried unanimously via roll call vote.

- C. Pickleball Court Update: The Mayor advised that he had authorized the DPW to open the Pickleball Courts last week and that he was very pleased to see the courts being used frequently. This said, he has noted some input from those using the courts regarding wind/sun exposure. Based upon the feedback received, the Mayor was inclined to recommend the purchase of Wind Screens for the fencing around the perimeter of the court. The Board discussed this matter and while some Trustees noted concerns that could arise associated with vandalism in the event that screens are installed that they were still likely a benefit for patrons using the courts. Following the period of discussion, the DPW Superintendent was authorized to pursue the wind screens per the Village Procurement Policy.

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

Mr. Matthew Rollwagen pointed out that the Village's Investment Policy listed one of the depositories for Village funds as Glens Falls National Bank. He noted that the bank had changed their name to "Arrow Financial Corporation" in the last few months. The Mayor thanked Mr. Rollwagen for his input and directed that the Clerk make this change to note the new name.

There was no further public comment.

At 7:40pm, Trustee Garrone moved that the Board convene an Executive Session concerning a matter relating to ongoing contract negotiations with the Village DPW. Trustee Leaman seconded the motion and it carried unanimously. *The Village Attorney accompanied the Board into the Executive Session for its entirety.*

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

Deputy Mayor Smith moved he hiring of Sophie Estes to the position of Summer Swim Program Coordinator at a salary of \$3,000, subject to her obtaining her Life Guard Certification. Trustee Leaman seconded the motion and it carried unanimously.

There being no additional business, Trustee Garrone moved that the Meeting be adjourned at 8:00pm. Trustee Leaman seconded the motion and it carried without objection.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Richard H. Roberts". The signature is stylized with several loops and a long horizontal stroke at the end.

Richard H. Roberts
Village Clerk-Treasurer

APPROPRIATIONS

May 5, 2025

GENERAL:	\$ 43,634.67
SEWER:	\$ 21,374.01
WATER:	\$ 10,778.49
SENIOR SHUTTLE:	\$ 1,550.62
UNAUDITED VOUCHERS:	\$ 3,277.38
TOTAL.....	\$80,615.17

Proposed Budget Transfers/Amendment

May 5, 2025

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:

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A11104	Contractual Expense, Court	+\$750.00	Training/Conference Costs, Cleaning Cure above shortfall
A11101	Personal Service, Court	-\$750.00	
A31204	Contractual Expense, Police	+\$11,281.10	Transfer Grant Funds
A3389	State Aid, Public Safety	+\$11,281.10	Show Grant Funds
A33101	Personal Service, Cross. Guard	+\$1,750.00	Inc. Salaries, 2 Cross. Guards
A2280	Services to GCS	+\$1,750.00	Show GCS Revenue, Add. Cross. Guard
A16204	Contractual Expense, Mun Cntr	+\$3,500.00	Increased Power/Utility Costs
A51824	Streetlighting	+\$3,250.00	Increased Power/Utility Costs
A90608	Health Ins. Premiums	+4,300.00	Health Ins. Prem. > Budgeted
A51104	Cont. Expense, DPW	-\$11,050.00	Cure above shortfalls
<u>Water Fund</u>			
F83204	Power & Pumping	+\$3,525.00	Power costs > Budgeted
F83304	Purification	+\$250.00	Purifications costs > Budgeted
F83404	Contractual Expense, Water	-\$3,775.00	Cure above shortfall
<u>Sewer Fund</u>			
G81304	Contractual Expense, Sewer	+\$13,000.00	Cont. Exp. Costs > Budgeted
G90608	Health Ins. Premiums	-\$13,000.00	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



Granville Fire Department
51 Quaker Street
Granville, NY 12832



Granville Village Offices
51 Quaker Street
Granville, NY 12832

April 15, 2024

To Mayor Labas and Granville Village Trustees,

The Granville Fire Department held annual elections on April 15, 2025 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 2025 operating year.

Sincerely,

A handwritten signature in cursive script that reads "Matt James".

Matt James
Secretary



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



April 29, 2025

Mayor Labas & Village Board
51 Quaker St
Granville, NY 12832

Village Board:

The Granville Engine and Hose Company accepted the following member by a membership vote. We are asking to have you approve him as a member of our company. You will see the members' name and date that they were voted into our company. If you could look over the name below and respond back to use in writing that would be great.

Name: Date Accepted:

Logan Martelle 03/11/2025

Sincerely,

A handwritten signature in black ink that reads 'Michael Zinn'.

Michael Zinn
Chief