

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

Agenda

1. Pledge of Allegiance
2. Call to Order, Public Hearing, Mobile Home Application
3. Close Public Hearing
4. Call to Order, Regular Session
5. Consider Action, Mobile Home Application
6. Ratify Meeting Minutes (6/2)
7. Monthly Reports
8. Appropriations
 - General Fund
 - Water Fund
 - Sewer Fund
 - Senior Shuttle
 - Unaudited Claims
9. Budget Transfers
10. Appoint Trustees (3)—Pember Library & Museum of Natural History
11. Resolution: Village Court Audit
12. Resolution: Acquisition of Land Adjoining Village Well Field
13. Request For Use of Veterans Park—Operation Adopt a Soldier—Phil Hoyt
14. Mayor's Reports
15. Public Comment
16. Executive Session
17. Adjournment



WASHINGTON COUNTY DEPARTMENT OF CODE ENFORCEMENT

Physical Address: 1153 Burgoyne Ave. Fort Edward, NY 12828
Mailing Address: 383 Broadway Fort Edward, NY 12828
Phone: (518) 746-2150

BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY
APPLICATION NO.
DATE RECEIVED:
DATE EXAMINED:
AMOUNT OF FEE RECEIVED:
APPROVED
APPROVED WITH CORRECTIONS
DISAPPROVED
PERMIT NO.
REASONS:
EXAMINED BY

Project Location: 55 SLATE VALLEY DRIVE GRANVILLE
STREET / ADDRESS
TOWN VILLAGE
TAX MAP SECTION 117.5 BLOCK 1 LOT 22
APPLICANT IS: OWNER ARCHITECT/ENGINEER BUILDER/CONTRACTOR OTHER

APPLICANT:
NAME: PAM THOMAS
MAILING ADDRESS: 19 FOX ROAD Hampton NY12832
HOME / OFFICE PHONE #: 518-260-7211
CELL PHONE #:
EMAIL: pamthomas8563@gmail.com

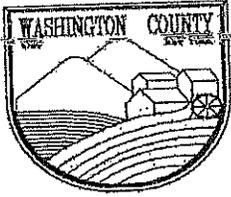
OWNER (IF DIFFERENT THAN APPLICANT):
NAME:
MAILING ADDRESS:
HOME PHONE #:
CELL PHONE #:
EMAIL:

IF OWNER / APPLICANT IS A CORPORATION GIVE THE NAME AND TITLE OF TWO OFFICERS:
Name: Title:
Name: Title:

Table with columns: OCCUPANCY, CHECK APPROPRIATE BOX(S), DESCRIBE, GROUP. Includes options like SINGLE FAMILY HOME, BUSINESS, MERCANTILE, FACTORY, STORAGE, ASSEMBLY, INSTITUTIONAL, MISCELLANEOUS, OTHER.

NATURE OF PROPOSED WORK: (CHECK ANY THAT APPLY) ESTIMATED COST (EXCLUSIVE OF LAND)
Table with columns: DESCRIBE, COST. Includes CONSTRUCTION OF A NEW STRUCTURE (NEW MANUFACTURED DOUBLE WIDE / DOUBLE \$125,000).

ENGINEER, ARCHITECT, AND/OR (SUB) CONTRACTORS:
Table with columns: NAME, PHASE OF WORK, PHONE, EMAIL. Includes WINDY HOLLOW HOMES (INSTALLER, 802-747-8486, windyhollowhomes@yahoo.co).



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Existing / Proposed Building Information: (Complete all that apply)

Foundation Type:
 Pier Frost Wall Full Foundation Wall Monolithic or Floating Slab Slab

Foundation Material:
 Stone Concrete Wood Insulated Concrete Forms Other: _____

Basement Information:
 Crawl Space Walk Out Finished Storage Bedrooms Laundry

Building Construction Type:
 Concrete Steel Brick Stone Wood Other: _____

Building Exterior:
 Wood Stone Brick Metal Shingles Vinyl Concrete Composition
 Stucco Other: _____

Building Roof:
 Wood Stone Metal Shingles Rubber Other: _____

Building Heating & Cooling:
 Hot Air Hot Water Electric Oil Gas Radiant Solar Wood
 Geothermal Central Air Other: _____

Water Supply:
 Public Community Individual : Drilled Surface Water Well Point
 Spring Dug Wells Shore Wells

Sewage:
 Public Holding Tank Size: _____ Gallons Septic Tank _____ Gallons
 Number of Trenches _____ Width of Trenches _____ Length of Trenches _____
 Percolation Rate _____ Min/Inch Depth to Boundary Layer or water table _____

Additional: (Write number or value of each or N/A for not applicable)
 Square Feet of: Basement: NA 1st Floor: 1500 2nd Floor: NA 3rd Floor: NA
 Bedrooms: 3 Rooms: 7 Full Bathrooms: 2 Half Bathrooms: NA
 Fireplaces: NA Solar Panels: NA Kitchens: 1 Pools: NA

Proposed Building Information: (Complete all that apply)

New Structure Addition Alteration Renovation Repair Foundation
 Reroofing Attached Garage Detached Garage Deck Sign Fence
 Open Porch Covered Porch Enclosed Porch Pool Fence Above Ground Pool
 In Ground Pool Other: DOUBLE WIDE SHED 24 FT BY 24 FT



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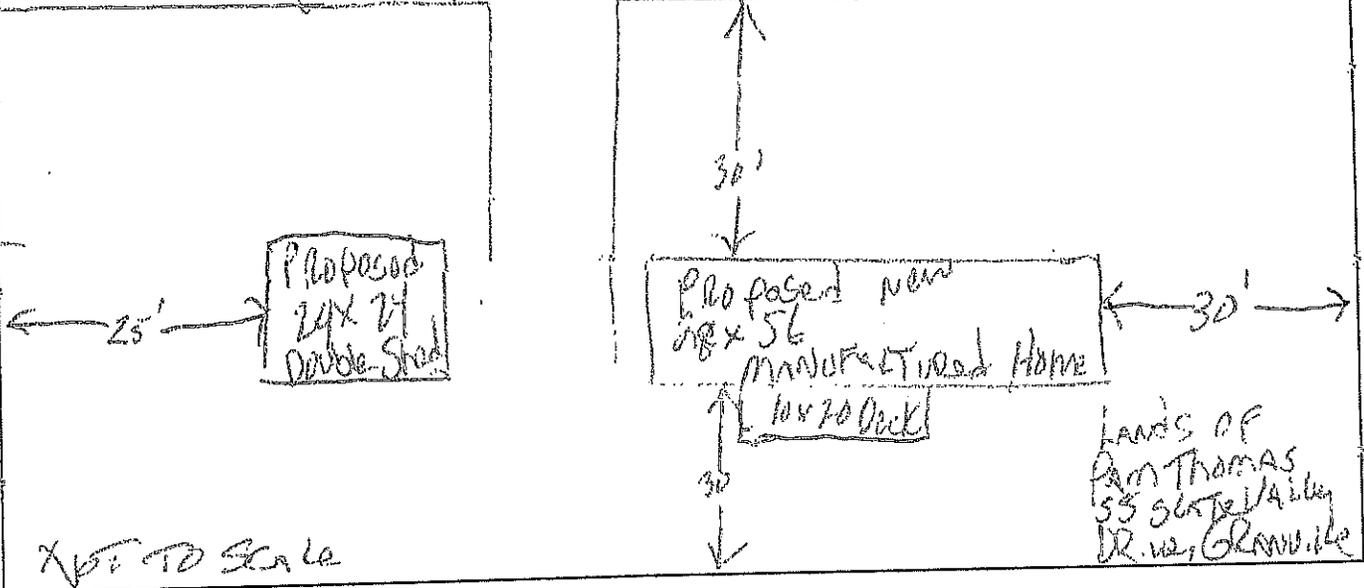
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PLAT DIAGRAM. LOCATE ALL BUILDINGS, APPLICABLE SEPTIC SYSTEMS, AND WATER SUPPLIES (EXISTING AND PROPOSED). SHOW STREET(S)/ROAD(S) AND THEIR NAME(S) AND SHOW SETBACK DISTANCES FROM STREET(S)/ROAD(S) AND ADJACENT PROPERTY LINES.



Shate Valley Dr. W.

COUNTY RT 24



APPLICATION is hereby made to the Washington County Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of Washington County Local Law No. 2 of 2007, and the Building Codes of New York State. The applicant agrees to comply with all applicable provisions of said law and code as well as all applicable local, county or state laws and/or ordinances; and swears/attests that all statements contained in this application are true to the best of his/her knowledge and belief.

Pamela Thomas
APPLICANT'S SIGNATURE

5/13/25
DATE

IMPORTANT - PLEASE TAKE NOTICE

- ⇒ ALL APPLICATIONS MUST BE ACCOMPANIED BY TWO (2) SETS OF PLANS OF THE PROPOSED PROJECT AND SPECIFICATIONS OF THE MATERIALS TO BE USED.
- ⇒ PLANS SUBMITTED MUST BE SIGNED AND SEALED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF NEW YORK. EXCEPTIONS TO THIS REQUIREMENT ARE:
 - New residential construction - 1,500 gross sq. ft. or less
 - Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.
 - If plans exceed design limits of the applicable NYS Uniform Fire Prevention and Building Codes and/or NYS Energy Codes.



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TRUSS TYPE, PRE-ENGINEERED WOOD OR TIMBER CONSTRUCTION IN
RESIDENTIAL & COMMERCIAL STRUCTURES

FOR OFFICE USE ONLY
APPLICATION NO.
DATE RECEIVED:

Project Location: 55 SLATE VALLEY DRIVE
STREET / ADDRESS
TAX MAP SECTION 117.5 BLOCK 1 LOT 22
GRANVILLE
TOWN VILLAGE

OWNER INFORMATION:
NAME: PAM THOMAS
MAILING ADDRESS: 19 FOX ROAD, HAMPTON NY 12832
TELEPHONE # 518-260-7211
E-MAIL: pamthomas8364@gmail.com

PLEASE TAKE NOTICE THAT THE STRUCTURE IS (CHECK EACH APPLICABLE LINE):
[X] NEW STRUCTURE
[] ADDITION TO EXISTING STRUCTURE
[] EXISTING STRUCTURE
[] REHABILITATION TO EXISTING STRUCTURE
TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE
(CHECK EACH APPLICABLE LINE): (see back for sign designation)

[X] TRUSS TYPE CONSTRUCTION (TT)
[] PRE-ENGINEERED WOOD CONSTRUCTION (PW)
[] TIMBER CONSTRUCTION FLOOR (TC)
[] OTHER:

IN THE FOLLOWING LOCATION(S) (CHECK EACH APPLICABLE LINE): (see back for sign designation)
[] FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS (F)
[X] ROOF FRAMING (R)
[] FLOOR FRAMING AND ROOF FRAMING (FR)
[] OTHER:

STRUCTURE CONSTRUCTION TYPE: (CHECK APPLICABLE LINE): (see back for sign designation)
[X] TYPE I NONCOMBUSTIBLE
[] TYPE III NONCOMBUSTIBLE EXTERIOR WALLS
[] TYPE V (COMBUSTIBLE) OR ANY MATERIAL PERMITTED BY CODE
[] TYPE II NONCOMBUSTIBLE
[] TYPE IV HEAVY TIMBER

APPLICATION is hereby made to the Washington County Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of Washington County Local Law No. 3 of 2007, and the Building Codes of New York State. The applicant agrees to comply with all applicable provisions of said law and code as well as all applicable local, county or state laws and/or ordinances, and swears/affirms that all statements contained in this application are true to the best of his/her knowledge and belief.

Handwritten signature: Pamela Thomas
OWNER OR OWNER'S REPRESENTATIVE SIGNATURE
Date: 5/13/25
DATE
Handwritten name: Pamela Thomas
OWNER OR OWNER'S REPRESENTATIVE PRINT

IDENTIFICATION OF BUILDINGS UTILIZING TRUSS TYPE CONSTRUCTION (check appropriate symbol)

	TYPE I NONCOMBUSTIBLE	TYPE II NONCOMBUSTIBLE	TYPE III NONCOMBUSTIBLE EXTERIOR WALLS	TYPE IV HEAVY TIMBER	TYPE V ANY MATERIAL PERMITTED BY	
Floor Construction						Floor Construction
Roof Construction						Roof Construction
Floor & Roof Construction						Floor & Roof Construction

Required Sign Location(s)

Residential Construction

Affixed to electric meter box attached to the exterior of the structure or affixed to the exterior wall of the residential structure at a point immediately adjacent to the electric box or a location likely to be seen by first responders with approval by the authority having jurisdiction.

6" DIAMETER

REFLECTIVE RED BACKGROUND (FAB) #187

REFLECTIVE WHITE

STROKE 1/2"

The construction type designation shall be "I", "II", "III", "IV" or "V", to indicate the construction, classification of the structure under section 002 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION

"IF"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"IFR"	FLOOR AND ROOF FRAMING

BUILDING STANDARDS AND CODES

Commercial Construction

Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached to the door, or attached to a sidelight or the face of the building, not more than 12 inches (305 mm) horizontally from the latch side of the door jamb, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Exterior building entrance doors, exterior exit discharge doors, and exterior roof access doors to a stairway	Attached at each end of the row of doors and at a maximum horizontal distance of 12 feet (3.65M) between signs, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.
Fire department hose connections	Attached to the face of the building, not more than 12 inches (305 mm) horizontally from the center line of the fire department hose connection, and not less than 42 inches (1067 mm) nor more than 60 inches (1524 mm) above the adjoining walking surface.

6" DIAMETER

REFLECTIVE RED BACKGROUND (FAB) #187

REFLECTIVE WHITE

2" MIN.

1/2" STROKE

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS CONSTRUCTION



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LOCAL REGULATION COMPLIANCE CERTIFICATE
TO BE SUBMITTED PRIOR TO ISSUING PERMIT

LRCC #1

TOWN / VILLAGE OF:

GRANVILLE

Tax Map No. 117.5-1-22

THIS IS TO CERTIFY that the proposed construction described in Washington County Building Permit complies with all Town and/or Village zoning laws and/or other applicable local requirements.

Applicant: PAM THOMAS

Owner:

Property Address: 55 SLATE VALLEY DRIVE

Project Description:

Pamela Thomas
SIGNATURE OF APPLICANT

Pamela Thomas
SIGNATURE OF OWNER

5/13/25
DATE

TO BE COMPLETED BY LOCAL COMPLIANCE OFFICIAL OR CHIEF ELECTED OFFICIAL:

- Flood Plain Law: This parcel **IS** in a flood plain This parcel **IS NOT** in a flood plain
- Zoning Ordinance Site Plan Review Other Local Laws

No Local Town / Village requirements apply to proposed construction.

N/A YES NO

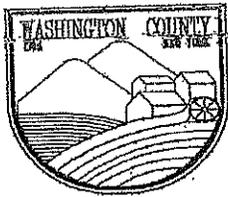
- If a Flood Hazard Area Permit is required through your local municipality, has one been issued?
- If a Permit is required from the Adirondack Park Agency, has one been issued?
- If a Permit is required from the Lake George Park Commission, has one been issued?
- If a Permit is required by the NYS Dept. of Environmental Conservation, has one been issued?
- If a Permit is required by the NYS Dept. of Health, has one been issued?
- If a Permit is required for a new driveway or road access from NYS D.O.T., Washington County D.P.W. or your local Town or Village, has one been issued?
- The Town of Greenwich requires an additional Building Permit Application and a Driveway Permit Application. Have these been submitted to and approved by the Town of Greenwich?
- The Town of Argyle requires an additional Building Permit Application, a Driveway Permit Application, a Local Compliance Checklist and a complete set of prints. Have all of these been submitted to and approved by the Town of Argyle?
- The Town of Hampton requires a Construction Use Verification Form. Has this been submitted to and approved by the Town of Hampton?
- If located in a sewer district, has the project been reviewed and approved by the applicable Sewer System Operator?

Other remarks by Local Official: ..

Zoning lot size plus 10' set back rear and side property lines on deck and shed.

[Signature]
SIGNATURE OF LOCAL COMPLIANCE OFFICIAL, OR CHIEF ELECTED OFFICIAL

05/14/2025
DATE



WASHINGTON COUNTY
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Mailing Address: 383 Broadway Fort Edward, NY 12828
Phone: (518) 746-2150

LOCAL REGULATION COMPLIANCE CERTIFICATE
TO BE SUBMITTED AFTER PROJECT COMPLETION
LRCC #2

TOWN / VILLAGE OF

THIS IS TO CERTIFY that the completed construction project described in Washington County
Building Permit# Issued on (date) complies
with all town and/or village zoning laws or requirements. Project is described as follows:

Applicant: PAM THOMAS

Site Property Address: 55 SLATE VALLEY DRIVE

Project Description:

SIGNATURE OF LOCAL COMPLIANCE OFFICIAL, OR CHIEF ELECTED OFFICIAL

DATE

Completed construction project complies with all local Town or Village requirements.

Empty checkbox

No Local Town or Village requirements apply to completed construction project.

Empty checkbox

Other remarks by Local Official:

Complete and return to Washington County Code Enforcement, 383 Broadway, Fort
Edward, NY 12828.

Please be advised that NO Certificate of Occupancy nor Certificate of Compliance will be issued
until this form is submitted.

Handwritten signature of Pamela Thomas

SIGNATURE OF APPLICANT / OWNER

Handwritten date 5/13/25

DATE

**Village Board Meeting
June 2nd 2025, 7:00pm
Village Municipal Center**

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

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

Press: Erik Pekar, NYVT Media

Others: Mr. Paul Felice, Mr. Matthew Rollwagen, and Mr. Colby Hayes

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

Ratify Meeting Minutes: Trustee Leaman moved ratification of the Minutes of the Meeting of May 22nd as posted to the Village website. Trustee Garrone seconded the motion and it carried unanimously.

Monthly Reports: The Mayor reviewed the following monthly reports with the Board: Police Dept., Fire Dept., Water Dept. (3 samples, all satisfactory), Dog Control Officer, Local Ordinance Officer, and Village Court. Deputy Mayor Hyatt moved acceptance of the 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:	\$29,888.16
Water Fund:	\$26,367.43
Sewer Fund:	\$36,069.49
Senior Shuttle:	\$918.12
Unaudited	
Vouchers:	<u>\$105.94</u>

Total Claims: \$93,349.14

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

Building Permit Application—Mobile Home (Slate Valley Drive): Mayor Labas briefly reviewed a building permit application for Pamela Thomas. She is seeking to place a new double wide

mobile home on property located on Slate Valley Drive. The Mayor advised that the Local Ordinance Officer had reviewed the application and deemed it to be complete, and that the next step would be for the Village Board to review and schedule a Public Hearing. Following a brief period of discussion, Trustee Davies moved that the Village Clerk be authorized to advertise for a Public Hearing concerning this application on July 7th at 7:00pm here at the Village Municipal Center. Trustee Leaman seconded the motion and it carried unanimously.

Mayor's Reports: The Mayor advised that he had no specific items to provide updates to the Board, but he noted that with the better weather that the Mettowee Park was seeing a lot of use—including the Pickleball Courts, lawn area for Volleyball, Dog walking, etc. He advised that he was pleased to see the park being used regularly for recreation, and that he was hopeful that the swimming area would open soon. Mayor Labas also commented that the sign had been installed in Veterans Park for the Summer Concert Series, and that he was looking forward to the start of the Concert Season on Thursday, July 3rd.

Mayor Labas then opened the Meeting to public comment at 7:05pm.

The Village Clerk provided a brief report concerning the Village Rail Trail 5K that took place on Saturday. He advised that there were 102 registrants, and that 73 finished the race in poor weather. The Clerk thanked the new Race Director, Cristina Marchese, as well as the DPW & Police Dept. for their support. This is a healthy, family-focused event, and everyone's efforts were appreciated to keep things going--this was the 14th annual race. Mayor Labas echoed the Clerk's sentiments and also thanked prior race director Kerri Thomas for her years of guidance and dedication in fostering this event.

Trustee Hyatt inquired if the Village would be executing the Summer Swim Program in 2025. The Village Clerk advised that a new program coordinator had been hired (Sophie Estes) and that the school buses have been coordinated. For 2025, the program will span five (5) weeks, M-Th, with a sixth week established to make up any days cancelled due to weather. The program targets youth 8-12 years old, with bus transportation being provided to the Lake St. Catherine State Park and back. Several Instructors work under the supervision of the Coordinator, who is CPR and Life-Guard certified. Notices promoting the program have been placed on the Village & School websites, Granville Community Forum, etc., and registration is completed online. There is no fee for local youth to participate.

There was no further public input.

At 7:10pm, Trustee Davies moved that the Board convene an Executive Session regarding a potential part-time hire to the Village DPW crew. Trustee Leaman seconded the motion and it carried unanimously.

At 7:55pm, Deputy Mayor Hyatt moved that the Board return to regular session. Trustee Garrone seconded the motion and it carried unanimously.

Deputy Mayor Hyatt moved the hiring of Colby Hayes to the position of DPW Laborer part-time at a rate of \$20/Hr. Trustee Leaman seconded the motion and it carried unanimously.

Mayor Labas wished all those in attendance a Happy Independence Day and a good start to the summer season.

There being no other business, Trustee Davies moved that the Meeting be adjourned at 7:55pm. Trustee Garrone seconded the motion and it carried without objection.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Richard H. Roberts', written in a cursive style.

Richard H. Roberts
Village Clerk-Treasurer

APPROPRIATIONS

July 7, 2025

GENERAL:	\$	223,837.12
SEWER:	\$	28,815.38
WATER:	\$	13,411.12
SENIOR SHUTTLE:	\$	1,271.62
UNAUDITED VOUCHERS:	\$	31,347.87
TOTAL.....	\$	298,683.11

Proposed Budget Transfers/Amendment

July 7, 2025

The following transfers are recommended for the General, Water & Sewer Funds in association with the final year-end accruals for retirement, payroll, etc. **to close the 2024-25 Fiscal Year:**

<u>Acct #</u>	<u>Account Title</u>	<u>Change</u>	<u>Reason</u>
<u>General Fund</u>			
A11101	Personal Service, Village Court	+\$200.00	Small overrun, Court Clerk
A31201	Personal Service, Police Dept.	+\$5,300.00	Final Time off accruals, payouts
A90108	NYS Retirement (ERS)	+\$3,750.00	Ret't Expenses > Budgeted
A72800	Granville Recreation Commiss.	+\$1.00	Cure rounding error, final payout
A51134	Street Paving	-\$8,700.00	Cure above shortfalls
A90158	NYS Retirement (PFRS)	-\$551.00	Cure above shortfalls

Water Fund

F90108	NYS Retirement (ERS)	+\$601.00	Ret't Expenses > Budgeted
F83402	Equipment Purchases	-\$601.00	Cure above shortfall

Sewer Fund

G90108	NYS Retirement (ERS)	+\$1,681.00	Ret't Expenses > Budgeted
G90608	Health Insurance Premiums	-\$1,681.00	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@roadrunner.com

From: Jerry McKinney <jerrymckinney1958@gmail.com>
Sent: Wednesday, July 2, 2025 2:09 PM
To: granville@adelphia.net
Subject: Pember Board Nominees

Dear Rick,

The following persons are being put forward for three year terms on the Pember Board:

Annora McGarry Aldous Jerry McKinney Stephanie Munger

We appreciate the Village Board's support of the Pember.

Sincerely,
Jerry McKinney
Secretary

Appendix 9 – Annual Audit Checklist

CHECKLIST FOR INITIAL REVIEW OF JUSTICE COURT RECORDS

- Cash Receipts Book**
- | | <u>YES</u> | <u>NO</u> |
|--|---------------------------------------|--------------------------|
| ▶ Are pre-numbered receipt forms issued for all collections? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are duplicate copies kept for court records? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are receipts recorded up-to-date? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Last Recorded Receipt: # 491 *Date* 4/29/25 *Amount* 150

- | | | |
|--|---------------------------------------|--------------------------|
| ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits identified? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are duplicate deposit slips kept for court records? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Do deposit amounts agree with cash receipt amounts? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits made within 72 hours of collection? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are deposits recorded up-to-date? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Last Recorded Deposit: *Date* 4/30/25 *Amount* 150

- | | | |
|---|---------------------------------------|--------------------------|
| ▶ Is the receipt book totaled and summarized at the end of each month | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|---------------------------------------|--------------------------|
- Last Month Totaled and Summarized:* Apr. 25

- Cash Disbursements Book**
- | | <u>YES</u> | <u>NO</u> |
|---|---------------------------------------|--------------------------|
| ▶ Are pre-numbered checks used for all disbursements other than petty cash? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are all checks signed by the Justice? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are canceled checks returned with bank statements and kept for court records? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Are checks recorded up-to-date? | ✓ <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Last Recorded Check: # 929 *Date* 4/7/25 *Amount* 2261

Audit Done 5/31/25

Bank Reconciliations

YES **NO**

- ▶ Are bank accounts reconciled promptly after bank statements are received?

✓

Last Bank Reconciliation for Each Bank Account:

Date Performed 5/15/25 *Month Ending* 4/30/25

Additional Supporting Records

YES **NO**

- ▶ Is a list of bail maintained?
- ▶ Is a record of uncollected installment payments maintained?

✓
✓

Dockets and Case Files

YES **NO**

- ▶ Are separate dockets maintained for various classification of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims?
- ▶ Are case files maintained for all cases?
- ▶ Are indexes maintained for all cases?
- ▶ Do dockets for disposed cases appear to be complete?
- ▶ Do dockets for disposed cases agree with amounts reported?

✓
✓
✓
✓
✓

Accountability

YES **NO**

- ▶ Is accountability determined at the end of each month?
- ▶ Do accountability amounts agree with bank reconciliations and supporting information?

✓

Last Determination of Accountability:

Date Performed 5/15/25

Month Ending 4/30/25

Reports to Division of Criminal Justice Services

YES **NO**

- ▶ Are reports made timely to the Division of Criminal Justice Services?
- ▶ Has the court received any notices regarding late reporting?
If yes, why were reports late and what corrective actions were taken.

✓

Resolution #2 of July, 2025
Accept Conveyance of Property Adjoining Village Well Field
July 7th, 2025

On a motion by Trustee _____, seconded by Trustee _____ the following Resolution was offered for consideration:

Whereas, the Orthodox Catholic Church formerly known as "St. Peter & St. Paul's" (The Church) located on Park Avenue in the Village has disbanded and ceased operations for many years, and

Whereas, The Church wishes to disseminate its property in a manner consistent with the public interest, and

Whereas, The Church owns a parcel of land immediately adjoining property which contains the Village Water Well Field, and

Whereas, The Church has offered this parcel to the Village absent any substantial consideration, and

Whereas, the Village of Granville Board of Trustees views this parcel as additional protection surrounding vital infrastructure, and

Whereas, the Village Board of Trustees views the conveyance of this property as a matter in the interests of public safety, now

Therefore, be it so **R**esolved, that the Village Board of Trustees agrees to accept the parcel at negligible cost (\$1) and any recording fees associated with the same,

The Resolution carried by the following roll-call vote:

- | | |
|------------------------|-----|
| Mayor Paul Labas | Aye |
| Deputy Dean Hyatt | Aye |
| Trustee Denise Davies | Aye |
| Trustee Heather Leaman | Aye |
| Trustee Paul Garrone | Aye |

Mayor Labas thus declared the above Resolution to be duly adopted.

The foregoing represents a true and accurate copy of the proceedings carried at the Meeting of the Village Board of Trustees conducted on Monday, July 7th at 7:00pm at the Village Municipal Center.

Richard H. Roberts
Village Clerk

June 19 2002

I Phil Hoyt request The Veterans Park
ON September 7th from 10AM TO 4PM
for The 14th Annual Operation Adopt
A Soldier Benefit Concert

Thanks
Phil Hoyt

Home 518 642 0536

Cell 518 337 6789

E-Mail philhoyt@yahoo.com