

**VILLAGE OF VICTORY
VILLAGE BOARD OF TRUSTEES**

HEARING/MEETING MINUTES

April 10, 2017 6:30pm

PUBLIC HEARING/TENTATIVE BUDGET FOR FISCAL YEAR 2017.2018

Open the Public Hearing for Budget for fiscal year 2017.2018 was made by Trustee Healy. Present were Mayor Dewey, Trustee Healy and Village Clerk/Treasurer Lewsey. Absent was Trustee George Sullivan. Presented Village Budget Line by Line. Mayor Dewey discussed line item 5110.4 (Contractual Account) - \$7000 is for the truck – we’re doing well at easily staying under \$13000.

Open Floor – **No comments were presented to the Board regarding the budget for fiscal years 2017.2018.**

Close Public Hearing. **A motion was made by Mayor Dewey and seconded by Trustee Healy to close the public hearing. All in favor – aye. Motion passed.**

PUBLIC HEARING/CDBG

Open the Public Hearing for the CDBG Program. Present were Mayor Dewey, Trustee Healy and Village Clerk/Treasurer Lewsey. Absent was Trustee George Sullivan.

Open Floor for any Comments related to the Community Development Block Grant program that is now closed. **No comments were presented to the Board regarding the CDBG program.**

Close Public Hearing: **A motion was made by Mayor Dewey and seconded by Trustee Healy to close the public hearing. All in favor – aye. Motion passed.**

MONTHLY MEETING 7:00pm

Call Monthly Meeting to Order with the Pledge of Allegiance: Attending were Mayor Dewey, Trustee Healy and Village Clerk/Treasurer Lewsey. Absent was Trustee George Sullivan.

Approval of Minutes:

- Minutes – March 16, 2017 - Monthly Meeting. **A motion was made by Mayor Dewey and seconded by Trustee Healy to approve the minutes from the March 16, 2017 regular monthly meeting as submitted. All in favor – aye. Motion passed.**
- (pending) Minutes – March 28, 2017 – Budget Meeting – to approve next month.

Village Board Correspondence or Announcements:

- **ZBA Meeting:** April 24, 2017 Public Hearing held at 6:35pm/Regular Meeting to follow
- **Planning Meeting:** April 18, 2017 at 6:30pm
- **Schuylerville/Victory Water Board Meeting:** April 17, 2017 at 7:00pm in Victory
- **Annual Meeting and Training School:** May 7-9th At Gideon Putnam, Saratoga Springs/registration is \$275.00/full day or \$185.00/1 day attendance.
- **USDA Rural Development:** Home Repair Loan & Grant Program. More info online: <http://www.rd.usda.gov/NY>

Mayor Dewey introduced, Wilton EMS Coordinator, Nash Alexander, and added them to the agenda before the monthly reports. Mr. Alexander is attending meetings with municipalities, as community shareholders, to discuss and ask if there are any questions in regard to the merging of the General Schuyler Emergency Squad with Wilton EMS. They meet on Thursday nights at 7:00pm and these meetings are open to the public. We will keep you up-to-date on these meetings and if you have any questions, please feel free to ask. We have a long history working with the fire

department and look forward to working with the Village of Victory Fire Department. We are excited about this new journey. Mayor Dewey asked if there will be a change in the tax rate or is too soon to tell. Mr. Alexander replied it is too early, but we are working with the Glens Falls National Bank to make some decisions. The EMS staff and building will remain the same such as 911 and paramedics. Mayor Dewey wished them luck with getting everything put together. Mr. Alexander commented they are very confident everything will work out. They want to give Glens Falls National Arrow Financial Group first refusal on assisting, as they have very successful with them in the past. Mayor Dewey asked if any of the public at the meeting had any questions. Mayor Dewey thanked Mr. Alexander for coming by and noted how it was very much appreciated.

Monthly Reports:

All reports are read as presented and are as follows;

A. DPW REPORT

- Working Supervisor Bill Lloyd provides written report

B. SEWER DEPARTMENT:

- Included with DPW report. Mayor Dewey asked if 8 grinder pumps is all we have or is there one more. DPW Lloyd said there is one more, and did find one out back, but the casing needs a new armature.

C. CODE ENFORCEMENT OFFICER REPORT

- Larry Wolcott submits report. It was noted that there was an inspection at 8 Pond Street, the site of the recent water issue. There was a discussion on the different sizes of the water mains, from 10" to 6" and why such a difference was used in different areas.

D. FIRE DEPARTMENT REPORT

- Fire Department report by Chief Wolcott
- Approve Membership Application. **Mayor Dewey made a motion which was seconded by Trustee Healy to approve new member application for Sean Healy for membership in the Fire Department. All in favor – aye. Motion passed.** Fire Chief Wolcott noted he is no longer the Treasurer and signatories will need to be changed. **Mayor Dewey made a motion which was seconded by Trustee Healy to approve the list of officers provided in the monthly report provided. All in favor – aye. Motion passed.** Mayor Dewey asked if the Village was all set with the paperwork regarding the firetruck as far as the banding, position or name, and checking with the insurance. The response was yes, just finalizing and Mayor Dewey said he would stop in on and sign the paperwork so the Village Clerk can get the paperwork to the Bank to be able to go through the proper channels and have everything taken care of by Friday.

E. WATER DEPARTMENT REPORT

- Draft minutes from March 20, 2017 meeting (public hearing: budget / regular meeting).

F. VILLAGE TREASURER'S REPORT

- Monthly report ending March 31, 2017 was read and will remain on file.

G. PLANNING BOARD REPORT

- Chairman Corey Helwig/no report/no meeting

H. ZONING BOARD OF APPEALS REPORT

- Chairperson Jaime O'Neill-meeting March 20, 2017/report provided

OLD BUSINESS:

- Litigation:** Ongoing Sewer Manhole and Flow Meter Issues with Village of Schuylerville. Mayor Dewey responded there is no news at this time.
 - Mill Redevelopment/Riverview Realty.** Mayor Dewey noted no real news to report. OTR's for Building 8 will be mailed either Tuesday or Wednesday. Mayor Dewey stated there will be a discussion with Mr. Kaufman when he comes up on Saturday. There will be pictures of the partial collapse. There has been an inquiry from a salvager and he was told to contact Mr. Kaufman.
 - DPW Truck**
 - Discuss Final Specs/Bid Plan. Village Clerk stated she had sent the specs again the Village Board and has not heard anything back from the board. The specs need to be sent to Attorney Catalfimo for him
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to prepare the bid document. Mayor Dewey said that if Attorney Catalfimo has any questions, refer them to him. If the bid comes in itemized, and it is over the estimated costs, we can prioritize what we can live with or without. He would also like to see the best deal, not only for the new truck but also for the old one. Once the bid documents are prepared, we should be able to send out for bid and award sometime in May then possibly the truck sometime in August. We can discuss financing next month.

D. Proposed Local Law and Discussion of Fees, Costs and Expenses

- List of Adopted Village Local Laws and Ordinances were sent to Attorney Catalfimo.
- Proposed changes pending

A meeting is planned for May 3rd, with Trustee Healy, to review and come up with fees associated with the local laws and ordinances.

E. Mobile Home Park License Renewal Update

- Gordon application and fee of \$180.00 is UNPAID.
- Set date for hearing. A public hearing, per Mobile Home Local Law, will be held May 9th at 6:45pm. If he pays, we can accept with an explanation.

New BUSINESS:

- A. Resolution: Budget Adoption for Fiscal Year 2017.2018.** The Village Board of Trustees held the tentative budget hearing at 6:30pm on April 10, 2017 and presented the tentative budget line by line. The village budget is defined as follows: *General Fund* – appropriation \$413,588.50 less estimated revenues of \$211,081.00 less unexpended fund balance of \$17,000.00 – amount to be raised by taxes \$185,507.50. *Exemptions* – 15% Veterans - \$67,845.00, 25% Veterans Total exemptions - \$128,000.00, Senior citizen total exemption - \$41,530.00. *Sewer Fund* – appropriation \$105,568.00, less estimated revenues of \$97,868.00, less fund balance of \$7,700.00. Salaries will increase 3%, based on the current rate of pay for the following positions; village clerk/treasurer, village deputy clerk/treasurer, dpw working supervisor and dpw laborer. Appointed officials that receive a monthly stipend such as code enforcement officer of \$357.50/month and zoning secretary at \$100/month will remain the same with no increase. The elected positions of Mayor and Trustees will remain the same at \$375/month or \$4,500/year. The village real property tax rate established will decrease from \$8.20 per thousand of assessed valuation to \$8.06 per thousand of assessed valuation. **A motion was made by Mayor Dewey and seconded by Trustee Healy to approve the 2017.2018 Final Budget as presented establishing the tax rate at \$8.06/thousand. Fiscal year commences June 1, 2017, ending May 31, 2018. All in favor – aye. Motion passed.**
- B. Appoint Contact Administrator and Security Administrator for NYS Retirement. A motion was made by Mayor Dewey and seconded by Trustee Healy to appoint Village Clerk/Treasurer Lewsey as Contract and Security Administrator for NYS Retirement. All in favor – aye. Motion passed.**
- C. Resolution: Standard Work Day for NYS Retirement. Be it resolved that the Village of Victory, Location 40462, hereby establishes the following standard work day for Trustee Sullivan’s position be a 6 hour work day. A motion was made by Mayor Dewey and seconded by Trustee Healy to approve the resolution as of April 6, 2017. All in favor – aye. Motion passed.**
- D. Approve Sewer Billing \$64,203.10 (\$13,616.60 outstanding and \$50,586.50 for current billing). A motion was made by Trustee Healy and seconded by Mayor Dewey to approve the Sewer Billing in the amount of \$64,203.10 for the current billing. All in favor – aye. Motion passed.**
- E. Bond Anticipation Note: Approve borrowing \$35,000.00 for Firetruck**
- a. Bond Resolution Approval
 - b. SEQRA Approval
 - c. Negative Declaration
 - d. Short Environmental Assessment Form Completion

The Board reviewed all the above afore mentioned documents and after this review Mayor Dewey made a motion which was seconded by Trustee Healy to approve the Bond Anticipation Note (BAN) in a formal Bond Resolution of the Village of Victory, Saratoga County, New York, dated April 10,2017, authorizing the issuance of serial bonds in an aggregate principal amount not to exceed \$35,000.00

pursuant to the local finance law, to finance the cost of purchasing a used 1996 Pierce Dash Pumper Fire Truck. All in favor – aye. Motion passed.

Open Floor: None

Audit Claims:

- Abstract # 11 – April 2017
 - General Fund \$ 11,536.64
 - Sewer Fund \$ 1,126.22

A motion was made by Mayor Dewey and seconded by Trustee Healy to approve Abstract #11 for April 2017 in the amounts stated above. All in favor – aye. Motion passed.

Executive Session: None

UPCOMING VILLAGE BOARD MEETINGS:

- Next Monthly Meeting:
 - 2nd Tuesday, May 9, 2017-Regular Meeting at 7pm
 - Wednesday, May 31, 2017-FY End Meeting at 7pm

ADJOURNMENT: A motion was made to adjourn the regular monthly meeting and commence with the Organizational Meeting by Mayor Dewey and seconded by Trustee Healy. All in favor – aye. Motion passed.

VILLAGE OF VICTORY
 Organizational Meeting Agenda
April 10, 2017

Call the Organizational Meeting to Order: Attending were Mayor Dewey, Trustee Healy and Village Clerk/Treasurer Lewsey. Absent was Trustee Sullivan.

The following resolutions and appointments were read into the minutes by Trustee Healy;

Resolution Exercising & Delegating Powers Under LL1-2011:

Section 1. The authority and power to supervise all department and non-elected officers and employees of the village including but not limited the office staff and the DPW employees.

Section 2. The board appoints Mayor Dewey as the Budget Officer.

Section 3. Mayor Dewey delegated Trustee Healy the responsibility and authority to preside at the meetings of the board.

Section 4. The board delegates Trustee Healy the responsibility and authority to sign the order directing the Village Clerk/Treasurer to pay claims referenced in subsection (d) of Section 4-402 of the NYS Village Law.

Section 5. That this resolution takes effect immediately.

Appointments by Mayor Dewey:

Deputy Mayor.....Trustee Timothy Healy

Appointments by Board of Trustees

Public Works Commissioner.....Mayor Dewey

Public Safety Commissioner.....Trustee Healy

Village Clerk/Treasurer (2 year term 6/1/17-5/31/19).....	Maureen Lewsey
Deputy Village Clerk/Treasurer (2 year term 6/1/17-5/31/19)	JoAnn Bielkiewicz

Public Works Supervisor.....William Lloyd

Code Enforcement Officer.....Larry Wolcott

Registrar of Vital Statistics.....Maureen Lewsey

Water Commissioners (2 yr. term 6/1/17-5/31/2019).....George Sullivan
(2 yr. term 6/1/17-5/31/2019).....Tim Healy

Alternate Commissioners.....	vacant
.....	vacant

Designation of Village Depository.....Glens Falls National Bank

It is resolved that the Board of Trustees designates the Glens Falls National Bank as the institution as depository of all moneys received by the Village Clerk/Treasurer, Deputy Village Clerk/Treasurer and receiver of taxes.

Designation of Official Newspaper.....The Saratogian

Zoning Board of Appeals: *3 year terms*

1 term (2015-2018).....Terrie Wolcott

2 term (2016-2019).....Heather Freebern

3 term (2017-2020).....	Jamie O’Neill
Alternate.....	vacant
Chairperson.....	Jamie O’Neill

Planning Board: *5 year terms*

1 term (2016-2021)...appointed 4/10/17/fulfill remainder of term.....	Jacob Fort
2 term (2017-2022).....	Peter Healy

3 term (2013-2018).....Tim Fort

4 term (2014-2019).....William Lloyd

5 term (2015-2020)Corey Helwig

Alternate.....	vacant
Chairperson.....	Corey Helwig

Attorney for the Village.....Michael J. Catalfimo

It is resolved that pursuant to the powers conferred upon in Section 4-412 of the Village Law of the State of New York, Village of Victory Local Law #1-2011, Section 10 of the New York Municipal Home Rule Law and other applicable provisions of law, the Board does hereby employ and engage Michael J. Catalfimo, Esq. as Attorney for the Village of Victory. **A motion was made by Mayor Dewey and seconded by Trustee Healy to employ and engage Michael Catalfimo, Esq. as Attorney for the Village of Victory. All in favor – aye. Motion passed.**

Schedule of Board of Trustee Meetings

RESOLVED, that the regular meeting of the Village Board of Trustees of the Village of Victory shall be held in the Village Board Room of the Village Hall, 23 Pine Street, Victory Mills, New York, on the **Second Tuesday of each month**, beginning at 7:00 p.m., provided that where an official holiday falls on the first Tuesday of the month, said meeting shall be rescheduled at the discretion of the village board with the time remaining at 7:00 p.m.

RESOLVED, that the next organization meeting of the Board of Trustees shall be held on the second Tuesday, on April 10, 2018 at 7:00 p.m.

RESOLVED, that special meetings of the Board of Trustees may be called by the Mayor or a majority of the Board of Trustees upon notice to the entire Board. Notice shall be given in accordance with law.

Village Policies and Procedures

RESOLVED, that, having reviewed the following Village Policies and having determined that no changes or revisions are required to be made to the same at this time, the Board of Trustees do hereby ratify, affirm, re-approve and re-adopt the following existing Village Policies and Procedures:

1. Procurement Policy
2. Investment Policy
3. Cash Receipts Policy
4. Incoming Mail Policy
5. Code of Ethics
6. Building Access Policy
7. Municipal Web Site Content Policy
8. Cellular Phone Use Policy

Mileage Allowance

A motion was made by Mayor Dewey and seconded by Trustee Healy to approve the resolution for reimbursement to such officers and employees at the rate of \$.53.5 per mile for all business use (business standard mileage rate). This is the Internal Revenue Service mileage rate standard effective January 1, 2017. All in favor – aye. Motion passed.

Advance Approval and Payment of Claims

A motion was made by Trustee Healy and seconded by Mayor Dewey that the Board of Trustees authorize payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be present at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are joint and severally liable for any amount the Board of Trustees disallows. All in favor – aye. Motion passed.

Authorized Attendance at Conferences and Meetings

RESOLVED, that authorization is given for travel to:

- (a) The Mayor, Trustees, Clerk/Treasurer, Deputy Clerk/Treasurer and Attorney for the Village for attendance at Annual Meetings and training sessions of the New York State Conference of Mayors and other Municipal Officials organizations;
- (b) The Fire Chief, and one (1) assistant Fire Chief or other officer of the Department, for attendance at the annual conference of New York State Fire Chiefs;
- (c) The Code Enforcement Officer, for attendance at approved training opportunities in order to obtain annual credits to maintain certification; and
- (d) The Superintendent of Public Works, for attendance at training opportunities for the public works department and for maintaining the Class D license for water certification.

RESOLVED, that attendees be reimbursed by the Village for regular and reasonable budgeted expenses incurred by their attendance at the above functions pursuant to Section 77-b of the General Municipal Law of the State of New York, or as provided for by resolution of the Board of Trustees.

A motion was made by Mayor Dewey and seconded by Trustee Healy to approve the above resolution regarding the authorization of Attendance at Conferences and Meetings. All in favor – aye. Motion passed.

ADJOURNMENT: A motion was made by Trustee Healy and seconded by Mayor Dewey to adjourn the Organizational Meeting. All in favor – aye. Motion passed.

Respectfully Submitted,

JoAnn Bielikiewicz

Recording Secretary
