

VILLAGE OF VICTORY VILLAGE BOARD OF TRUSTEES

MONTHLY MEETING MINUTES MAY 12, 2020

CALL MONTHLY MEETING TO ORDER

Deputy Mayor Tim Healy called the meeting to order and commenced with the pledge of allegiance.

ROLL CALL

Mayor Patrick Dewey, Trustee Tim Healy, Trustee Leslie Dennison and Village Clerk Treasurer Maureen Lewsey.

APPROVAL OF MINUTES

- Minutes – March 10, 2020 – Monthly Meeting
- Minutes – April 14, 2020 – Monthly Meeting
- Minutes – April 14, 2020 – Organizational Meeting

All Village Board minutes were approved as presented. **A motion was made by Trustee Dennison to approve the March 10th minutes, April 14th minutes from both the monthly meeting and the village's organizational meeting with Trustee Healy seconded the motion. Vote: 3-0. All ayes. Motion Passed.**

VILLAGE BOARD ANNOUNCEMENTS OR CORRESPONDENCES

- **Zoning Board of Appeals Meeting:** May 2020 meeting only if necessary
- **Planning Meeting:** May 19, 2020 at 6:30pm
- **Schuylerville/Victory Water Board Meeting:** May 18, 2020 at 7:00pm in Victory
- **Public notice of a completed Brownfield Cleanup Program application:** Mill Project has open comment period by May 29, 2020 from village.

MONTHLY REPORTS:

All reports are read as presented and highlighted as follows;

A. DPW REPORT

- Ryan Campbell provided a verbal report outlining he has been busy mowing and weed eating.
- Request to approve purchase of a weed eater not to exceed \$300.00. Both proposals received from Country Power and Curtis Farm were right around this amount. He will also be requesting to purchase another one but will wait till after the beginning of the new fiscal year. **Trustee Dennison made a motion to approve, not to exceed \$350.00, for the purchase of a new weed eater and string with Mayor Dewey seconded the motion. Vote: 3-0. All ayes. Motion passed.**

B. WATER DEPARTMENT: Campbell completed flushing the hydrants in the village during the second week in April and he now has a key in order to access the Victory Water Treatment Plant.

C. SEWER DEPARTMENT: Campbell reports that he repaired the shared grinder pump on Herkimer Street. A pump out was required and it was plugged due to flushed wipes that wound up in the grinder pump unit. The cost of the pump out will be the responsibility of the one resident who called admitting to the damage. Also a grinder pump unit was cleaned out but continued to work on Gates Avenue. Campbell was able to utilize the other side of the housing for the unit and is back in service. An issue continues at a Herkimer Street residence as the breaker keeps tripping on that grinder pump unit. It was found a lead cord was being used in the garage to the grinder pump but was not on a designated outlet. A freezer also on this outlet is creating the problem. The homeowner has been notified but a letter will be sent requesting the power be a permanent solution and not to continue to use the lead cord.

Trustee Healy made a motion to send the letter requesting an electrician permanently and properly connect the grinder pump unit to a designated GFI with Trustee Dennison seconded the motion. Vote: 3-0. All ayes. Motion passed.

Purchase Grinder Pumps: General discussion was held about the number of grinder pumps on the shelf. Since only one is available, a new Extreme pump, it was determined to get proposals for the year end meeting in order to purchase four new units. The new grinder pumps are necessary since the older pumps are obsolete. The village will need to address all older grinder pumps in the village but is getting a start with at least four that funding has been allotted in the new village budget. More discussion to follow. Proposals will be received from George L. LaPlante and Siewerts. The village does business with GLLP but Siewerts is the distributor for the E one pumps.

Grinder Pump Training: Mayor Dewey inquired about the timeline and if Campbell had checked into it yet. Campbell knows a dealer has to sponsor you and as far as he knew that was already done. He will have to complete paperwork but the training is offered several times a year.

Standard work day: Campbell requests the village board to consider a seasonal change to his working hours to four ten hour day's vs a five day work week and a standard work day of eight hours. Mayor Dewey notes that he will be following up with him on his six month review and that will occur before the end of May. Clerk Treasurer Lewsey will check with the NYS and Local Retirement System to see if a new resolution would be required for reporting purposes. No decision was made at this time.

D. CODE ENFORCEMENT OFFICER REPORT

- Larry Wolcott provided written report; Issued two Order to Remedies: 37 Herkimer St and 22 Jay St for property maintenance violations, Footer inspection at 8 Pond St, Deck permit at 18 Gates Avenue Extension and two Fence permits: 2 Schuyler Heights Dr. and 11 Jay St.
- Trustee Healy inquired about residence at 21 Pond St as this has been an annual issue for lack of property maintenance. Trustee Dennison replied that the grass is almost to the point of sending an Order to Remedy again. The resident hasn't been on site since repairing the siding on the day of court about lack of property maintenance.

E. FIRE DEPARTMENT REPORT

- Chief Corey Helwig was unable to forward a written report but provided information via cell phone. There was a number of calls for ems and structure fire. Online training continues but has not been successful for all volunteer members. A control burn will occur on May 28, 2020 on Cemetery Road on a brush pile. Drill will begin to take place on May 21, 2020 allowing for social distancing. Chief Helwig requests that any unexpended appropriation in the fire department contractual be transferred to the PPE reserve fund account. The village board supported this measure and will officially do that by resolution at the year-end meeting.

F. WATER DEPARTMENT REPORT

- Draft minutes from the April 20, 2020 monthly meeting was received via email from the water account clerk.
- Final Water Budget FY 2020.2021: the final version of the water budget was also sent out via email to both villages and all water board commissioners. When possible, the water budget will be placed on the village website.
- Mayor Dewey inquired about creating the on line banking. To date that hasn't happened.

- Mayor Dewey also inquired about the number of hours being worked by the water account clerk as it was increased from twenty to twenty six hours. He was curious of the scope of work being performed and Chairman Healy said he will request a detailed time sheet.

G. VILLAGE TREASURER'S REPORT

- Monthly report ending April 30, 2020 was provided to the board and was read.
- General discussion about transferring from the General Fund to NYCLASS. This will be addressed by resolution at the fiscal year end meeting.
- Trustee Healy inquired about the unexpended balance of the community beautification. The balance remaining was just over \$600.00. Healy requested approval to get flowers and improvements needed for the village park and the village hall. **Mayor Dewey made a motion to approve not to exceed \$600.00 with Trustee Dennison seconded the motion. Vote: 3-0. All ayes. Motion passed.**

H. PLANNING BOARD REPORT

- Last meeting was held on April 21, 2020.
- Mayor Dewey notes that a zoom meeting was held with village attorney Mike Catalfimo, Village Engineer Al Longtin, associate Kurt Bedore and Chairman Helwig and himself to discuss the mill project. They discussed the issue of what is known as Building #8 and the ongoing litigation and how this issue could be resolved going forward. Although there is concern of the impact of the emergency services and support to have buried power lines that still remains open. Impact on the water infrastructure was also discussed, including but not limited, to water pressure.
 - Referral from Planning Board to Village Board on three items that remain open but need input from the village board prior to next planning board meeting May 19, 2020;
 - Item #18: Funding for improvements example fire station, sidewalks, traffic lighting and streetscape issues. As of March 27, 2020 this item was still open. Mayor Dewey is very concerned about the impact to the fire department and overall emergency services due to the project. Chairman Helwig has addressed this issue from the beginning. No decision was made but the village will have to address this in another capacity.
 - Item #19: Sidewalk improvement is shown to the corner of Bridge Street. Applicant is willing to listen but there are limited funds. Still an open item. The village board strongly supported bringing the sidewalk not only to the corner of Bridge Street but to also include going around the corner on Bridge Street to replace what is in poor condition. This will continue to be address at the planning board meetings.
 - Item #22: Planning board referral to recommend approval of amphitheater use recommends usage is limited to tenants and only as authorized per village building department. Still an open issue. The village board recognized this as an outside gathering space on private property. Previous concerns included the issue of noise and adhering to the noise ordinance between the hours of 11pm-7am. Also the parking is a concern that due to changes the parking will not meet the criteria even with the variance approval.
 - Recommendation from planning board to keep Longtin Engineering current with respect to litigation matters on Building #8 directly.

I. ZONING BOARD OF APPEALS REPORT

- No meeting in April 2020/no report

OLD BUSINESS

A. **Unsafe Structure:** Mill Building #8

This item was discussed already under the planning board report.

NEW BUSINESS

A. **Village Budget Approval FY 20.21**

Mayor Dewey provided an explanation of the budget cycle and its adoption for next fiscal year 2020.2021. A public hearing was originally scheduled for March 14, 2020. However due to the Governor's executive order, no public hearings could be held prior to June 1, 2020. Only public meetings could be held. The village could not reschedule the public hearing as the village budget is due by May 1, 2020. Since no public hearing could be held prior to June 1st the village's tentative budget automatically becomes the village's approved budget.

The village board outlined that the village tax rate remained the same at \$8.59/thousand of assessed valuation. Increases were approved for the village staff with exception of no elected officials.

A copy of the village budget will be updated on the village website in the near future from tentative to final. No changes were made on the tentative budget.

B. **Grant Application Proposals (LWRP to upgrade the village comprehensive plan)**

Mayor Dewey met with two professional engineering firms with the outline of applying for funding in order to upgrade the village's comprehensive plan. The current plan is outdated and has not been amended since 2005. Two proposals were received;

- a. Barton and Loguidice Proposal - \$2,000.00
- b. CT Male Proposal - \$3,000.00

The village board discussed both proposals and agreed that Barton and Loguidice should be awarded since it was the lowest. Although the village board recognized the knowledge that CT Male has with the village and surrounding area, it was supported to save money on the grant application. Due to the pandemic, many areas of the revenue side of the budget will be impacted and it will be important to save where possible as we navigate the new budget cycle. There was a brief discussion on the Local Waterfront Revitalization Program and the percentages; 75% grant and 25% match (does not have to be all cash/can be in-kind services.) The grant application is due the end of July 2020 and so far that date has not changed. **Mayor Dewey made a motion to approve the proposal from Barton and Loguidice in the amount of \$2,000.00 with Trustee Dennison seconded the motion. Vote: 3-0. All ayes. Motion Passed. Trustee Dennison made a motion to approve Mayor Dewey signing the letter agreement with Trustee Healy seconded the motion. Vote: 3-0. All ayes. Motion Passed.**

C. **RESOLUTION: Budget Amendment**

Mayor Dewey made a motion to approve the budget amendment for Fiscal Year 20.21 for the general fund in the amount of \$10,164.00 and sewer fund in the amount of \$175.00 as outlined with Trustee Dennison seconded the motion. Vote: 3-0. All ayes. Motion Passed.

D. **Reopening Village Office**

Mayor Dewey notes that there are measures that will have to be put in place before the village office will reopen to the public. He expects it to be some time before all phases are met and before he would be comfortable going back to normal. Trustee Dennison agreed that the village board needs to discuss this and what it would look like. No decision was made and nothing was determined at this time.

E. Parking on Sidewalks

Trustee Healy requested to address this issue again as he notices that parking is occurring on village sidewalks especially on Gates Avenue. Mayor Dewey notes that at the last meeting it was referenced a village local law addresses this issue and does not permit any obstruction on a village sidewalk. He has searched the local laws and has not come up with the law that would address this issue. He questioned whether it was a motor vehicle law. Trustee Dennison is aware that the village local law exists as it has been used in the past. He requested Clerk Treasurer Lewsey to review all the local laws in the files, in case one was missed getting onto the website.

F. RESOLUTION: Village Attorney Appointment FY2020.2021

The village board reviewed the resolution provided by Michael J. Catalfimo that outlined the proposed appointment for the position of village attorney. The agreement includes the retainer agreement amount of \$5,400.00/year or \$450.00/month and outlines those services outside of the agreement that would be considered Special Services. The agreement also outlined that the services of one or more attorneys or one or more other staff member of Rowlands, LeBrou & Griesmer, PLLC be permitted and authorized. After brief discussion, **Trustee Healy made a motion to approve appointing Michael J. Catalfimo as village attorney in the retainer amount of \$5,400.00/year with Trustee Dennison seconded the motion. Vote: 3-0. All ayes. Motion Passed.**

OPEN FLOOR:

AUDIT CLAIMS:

- Abstract # 12 – MAY 2020

Mayor Dewey makes a motion to approve paying abstract #12 for both the general fund in the amount of \$5,440.18 and the sewer fund in the amount of \$19,979.50 with Trustee Healy seconded the motion. Vote: 3-0. All ayes. Motion Passed.

EXECUTIVE SESSION:

UPCOMING VILLAGE BOARD MEETINGS:

- Fiscal Year Ending Meeting: May 28, 2020 at 6:30pm
- Next Village Board Monthly Meeting: Tuesday, June 9, 2020 at 7:00pm

ADJOURNMENT

Trustee Dennison makes a motion to adjourn the meeting with Mayor Dewey seconded the motion. Vote: 3-0. All ayes. Motion Passed.

Respectfully Submitted,

Maureen Lewsey

Village Clerk Treasurer