

**VILLAGE OF VICTORY
VILLAGE BOARD OF TRUSTEES**

MONTHLY MEETING MINUTES
~ APRIL 12, 2022 ~
7:00pm

PUBLIC HEARING: 7:00pm: Mayor Dewey made a motion and seconded by Trustee Dennison to open the public hearing. All in favor – aye. Motion passed.

Presentation of Tentative Budget for FY22.23 was given, and open to the public for comments. No comments were presented to the board.

A motion was made by Mayor Dewey and seconded by Trustee Dennison to close the public hearing. All in favor – aye. Motion passed.

CALL THE REGULAR MONTHLY MEETING TO ORDER: Attending: Mayor Pat Dewey, Trustees Tim Healy and Leslie Dennison and Clerk/Treasurer Maureen Lewsey.

APPROVAL OF MINUTES:

- Minutes – Monthly Meeting – March 8, 2022 ~ Pending

VILLAGE BOARD ANNOUNCEMENTS OR CORRESPONDENCES:

- Zoning Board of Appeals Meeting: No meeting scheduled in April 2022
- Planning Meeting: TBD
- Schuylerville/Victory Water Board Meeting: April 25, 2022 at 7:00pm in Victory

MONTHLY REPORTS:

All reports are read as presented and highlighted as follows:

A. CODE ENFORCEMENT OFFICER REPORT

- CEO Larry Wolcott did not provide report.

B. DPW/SEWER/WATER DEPARTMENT REPORT

- Working Supervisor Ryan Campbell provided report.
- DPW: Campbell reports an issue with the Ford F550. The traction light is on, so it needs to go back to Marchese Ford in Mechanicville for repair. Mayor Dewey asked about a recall on the frame, but we were exempt.
- Campbell requested the mark out of property at the end of Schuyler Heights Drive (roadway and needs to stake out property so he can clear it. CT Male did a survey but needs to get a quote for marking 4 corners – total 6 survey stakes. Mayor Dewey said he would call CT Male. Trustee Dennison asked about turning around and could we claim eminent domain? Mayor Dewey said the road is 50' wide. A discussion regarding the survey followed.
- SEWER: 134 Gates Avenue installed new extreme grinder pump. Mid-April the rest of the extreme pumps are expected to be in. 65 Gates Avenue used the last extreme pump. Mayor Dewey asked if there is a plan if we run out of grinder pumps. Campbell said he will call GLLP tomorrow. Mayor Dewey said we would have and in the meantime work on repairing two.
- WATER: Water on 138 Cemetery Road.
 - Water off at 42 Burgoyne Street (VOS).
 - Repaired service line connection on main at 34 Schuyler Heights Drive.
 - Replaced curb box at 40 Herkimer Street. VOS Rob Decker did for Campbell with shark bite. Need to schedule before paving.
 - Attended AWWC Spring meeting for water and wastewater operators.

- Spring hydrant flushing: Victory – April 18th thru April 22nd, VOS April 25th thru April 29th.
 - Mayor Dewey asked how many saddles are left. On Schuyler Heights Drive as this is the 3rd one replaced. We are thinking of paving in two years so we need to discuss upgrade to water shut offs before paving.
 - The VWTP is down. Village of Victory will be flushing hydrants next week and will be flushing in the opposite direction. Ryan talked to JCF and he agreed on the direction for flushing this time.
- Campbell asked about summer hours (4-10 hr. days) – said it would help with flushing, could get done in 4 days. Mayor Dewey said we would need a resolution to change the standard work day from 8 hr. days to 10 hr. days. This will be under consideration until next month.
 - Trustee Healy asked about raking the Village Park.
 - Getting the whisky barrels out.
 - Mayor Dewey asked about paving by the State DOT, and if there was any word on catch basins that need repair.
 - Mayor Dewey asked Trustees Healy and Dennison if they have seen the Fort Hardy Plan and asked if the water board is aware. Trustee Dennison said she saw where the splash pad was scheduled this year. Dennison asked if this would be subject to SEQRA or an archeology study?
 - SCHEDULE PAVING: Mayor Dewey talked to DPW Campbell. Campbell will talk to the State before paving curb line are destroyed. Reasons are plowing as residents are parking on pavement, etc. Mayor Dewey talked to Campbell about sidewalk project this year. There was a discussion about paving vs pouring new sidewalks and discussing the scope of work. Campbell will call Evolution for Herkimer Street paving project. Next will be property sidewalk project. Sidewalk and road projects after June 1st for budget reasons.
 - OTHER: Mayor Dewey the exterior door to the Clerk’s office needs to be done. The goal is to have a calendar to go online this year for work projects.

C. FIRE DEPARTMENT REPORT

- Chief Ryan Campbell provided report which was read.
- Turn-out gear likely not in by June 1st, but has changed his mind and would like the funds to be taken from the PPE Reserve Account. The harness kit is in now but the escape bags are due in by April 25th. There was a discussion on harness kits and options.
- **A motion was made by Trustee Healy and seconded by Mayor Dewey to approve the newly elected Fire Department officers. All in favor – aye. Motion passed.**
- Quote MES \$2,535.96 for thermal imaging. Campbell asked the board for approval to purchase the thermal imaging from MES. Mayor Dewey asked if there were any other quotes submitted. Campbell said MES was the dealer. Mayor Dewey said but three quotes is what is needed before approval. Campbell said no other quotes because this was \$100.00 off right now. Trustee Healy wants 3 quotes. Campbell said he would get them for next month. This was tabled as no decision was made
- Rescind motion from last month for harness/PPE \$598 without shipping and add escape bag Quote from MES \$860.10 for total \$1458.10 without shipping. **A motion was made by Mayor Dewey and seconded by Trustee Healy to rescind the motion from last month for harness kits, and made a new motion to add \$860.10 for escape bags for a new total of \$1,458.10 without shipping. All in favor – aye. Motion passed.**
- Rescind resolution from last month (due to shipping not included) on the approval for the Wacker Trash Pump in the amount of \$305.05 for new total from Wallace Supply in the amount of \$344.24. **A new motion was made by Mayor Dewey and seconded by Trustee Dennison to the new total from Wallace Supply in the amount of \$344.24. All in favor – aye. Motion passed.**
- Approve Pump Testing with Safety First Fire Equipment in the amount of \$1,240.00 (invoice to be paid this meeting). **A motion was made by Mayor Dewey and seconded by Trustee**

Dennison to approve the pump testing with Safety First Fire Equipment for 2 leaking valves in the amount of \$1,240.00. All in favor – aye. Motion passed. Mayor Dewey asked Campbell if we knew the expense was coming and, if so, how much notice did he have. Campbell replied a couple of weeks. It is scheduled with Quaker Springs Fire Dept to get a discounted rate.

- Air Pack testing: Campbell added the cost is \$85/00/air pack for an estimated \$800.00 coming soon. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve \$850.00 for the cost of air packs. All in favor – aye. Motion passed.** SCBA flow test.
 - Ladder Testing: April 27/22
 - Hose testing is costly
 - Mayor Dewey said this information is helpful for budget – to provide a list each year with costs outlined.
 - Campbell said there is a need to buy 2 sets of turn-out gear each year.
 - Mayor Dewey discussed the budget and planning for annual testing requirements.
- Campbell will email out the revised Fire Department By-Laws.

D. WATER DEPARTMENT REPORT

- Draft minutes from the February 28, 2022 monthly meeting ~ Pending. Trustee Dennison noted they replaced 3-5 with stainless steel saddles on Schuyler Heights Drive. There was also a general discussion on sidewalks and paving again.

E. VILLAGE TREASURER’S REPORT

- Monthly report ending March 31, 2022

F. PLANNING BOARD REPORT

- No meeting/no report

G. ZONING BOARD OF APPEALS REPORT

- No meeting/no report

OLD BUSINESS:

- A. Abandoned car on Herkimer Street.
- a. Letter was sent after last month’s meeting providing the two-week deadline to remove the car or it will be towed. Update: The car was removed prior to the deadline.

NEW BUSINESS:

- A. RESOLUTION: Transfer ARPA money from General Fund to Sewer Fund in the amount of \$29,743.50 to cover the cost of the purchase of 10 grinder pumps as approved. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to transfer the ARPA money from the General Fund Account to the Sewer Fund in the amount of \$29,743.50 to cover the cost of the purchase of 10 grinder pumps as approved. All in favor – aye. Motion passed.**
- B. ADK Quote for managed services \$300/month. **A motion was made by Trustee Dennison and seconded by Mayor Dewey to sign a new contract with ADK for computer services in the amount of \$300/mo. All in favor – aye. Motion passed.**
- C. Proposal for Additional Design Phase Services/Retaining Wall Project
- a. CT Male \$7,500.00. Mayor Dewey said he would talk to Chris Shaver about this. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to Table the CT Male proposal until next month’s meeting. All in favor – aye. Motion passed.**
- D. RESOLUTION: Establishing Capital Reserve “Village Hall/Firehouse...” **A motion was made by Trustee Healy and seconded by Trustee Dennison to adopt a Capital Reserve Account titled**

Capital Reserve “Village Hall/Firehouse”. All in favor – aye. Motion passed. A second motion was made by Mayor Dewey and seconded by Trustee Healy to establish said account on 6/1/22 with a \$5,000.00 opening balance. All in favor – aye. Motion passed.

- E. RESOLUTION: Transfer \$7,497.70 without shipping from PPE Reserve Fund to General Fund for Turn out gear, harness kit and escape bag. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve the transfer of \$7,497.70 without shipping from the Fire Dept. PPE reserve account to the General Fund for turn-out gear harness kit and escape bags. All in favor – aye. Motion passed.**
- F. RESOLUTION: Public Hearing to Override the Tax Cap. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to hold a public hearing on April 25, 2022 at 6:15pm for Local Law 1 of 2022. All in favor – aye. Motion passed.**

OPEN FLOOR:

- Pete Healy, Herkimer Street
 - More abandoned cars in the village
 - Gates Avenue - vehicle with no plates near 28 Gates Avenue
 - Repair Shop
 - State storm drains getting garbage.

AUDIT CLAIMS:

- Abstract # 11 – April 2022
 - General Fund \$ 17,510.32
 - Sewer Fund \$ 303.05

A motion was made by Trustee Healy and seconded by Trustee Dennison to approve the Audit Claims for Abstract #11 – April 2022. All in favor – aye. Motion passed.

EXECUTIVE SESSION:

UPCOMING VILLAGE BOARD MEETINGS:

- Wednesday, April 25, 2022 Special Meeting at 6:15pm for Public Hearing: Tax Cap and Budget Adoption
- Tuesday, May 10, 2022 at 7:00pm Monthly Meeting
- Fiscal Year End Meeting ~ Wednesday, May 25, 2022 at 6:30pm

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

Respectfully Submitted,

JoAnn Biellkewicz

Recording Secretary

VILLAGE OF VICTORY

ORGANIZATIONAL MEETING MINUTES

April 12, 2022

(Immediately following the monthly meeting)

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 6/1/21-5/31/23)..... Maureen Lewsey

Deputy Village Clerk/Treasurer
(fulfill remainder of term to 05/31/23)JoAnn Bielkiewicz

Public Works Supervisor.....Ryan Campbell

Code Enforcement Officer.....Larry Wolcott

Registrar of Vital Statistics.....Maureen Lewsey

Water Commissioners (2 yr. term 6/1/21-5/31/2023).....Leslie Dennison
(2 yr. term 6/1/21-5/31/2023).....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. **A motion was made by Trustee Healy and seconded by Trustee Dennison to designate Glens Falls National Bank as the Village Depository. All in favor – aye. Motion passed.**

Designation of Official Newspaper.....The Saratogian

Zoning Board of Appeals: *3 year terms*

1 term (2021-2024).....Terrie Wolcott

2 term (2022-2025).....	Heather Freebern
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3 term (2020-2023).....Jamie O’Neill

Alternate.....	Michele Marshall
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Chairperson.....	Jamie O’Neill
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Planning Board: *5 year terms*

1 term (2021-2026).....Vacant

2 term (2022-2027).....	Peter Healy
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3 term (2018-2023).....Tim Fort

4 term (2019-2024).....William Lloyd

5 term (2020-2025)Corey Helwig

Alternate.....	Vacant
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Chairperson.....	Corey Helwig
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Attorney for the Village.....Michael J. Catalfimo

It is resolved that pursuant to the powers conferred upon Section 4-412 of the Village Law of the State of New York, Village of Victory Local Law #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 Trustee Healy and seconded by Mayor Dewey to employ and engage Michael J. Catalfimo, Esq. as Attorney of the Village of Victory at a \$525.00/month retainer fee. 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 11, 2023 following the monthly meeting 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
9. Credit Card Policy

Mileage Allowance

A motion was made by Trustee Healy and seconded by Mayor Dewey to approve the resolution for reimbursement to such officers and employees at the rate of \$.58 per mile for all business use (business standard mileage rate). This is the Internal Revenue Service, mileage rate effective January 1, 2019. All in favor – aye. Motion passed.

Advance Approval and Payment of Claims

A motion was made by Trustee Healy and seconded by Trustee Dennison, that the Board of Trustees authorize payment in advance of audit 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 Trustee 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.

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

Respectfully submitted,

JoAnn Bielkiewicz,

Recording Secretary