

VILLAGE OF VICTORY

VILLAGE BOARD OF TRUSTEES

MONTHLY WORK SESSION MINUTES

September 8, 2026

5:45PM

Attending: Mayor Corey Helwig, Trustee Tammy Mitchell, Trustee John Nazarenko, and Deputy Village Clerk Tiffany Seney. (Absent Clerk Treasurer Gabrielle Hersey)

NEW BUSINESS: (Priority 1-Discussion Items)

A. Point of Contact/Communication Policies

Mayor Helwig explained that in review of our Policies and Procedures he asked that the Village Office draft a Point of Contact for the staff to communicate effectively. He suggested that the Board of Trustees reviews the policy and requests that the topic be placed on the Work Session agenda next month for discussion.

B. Rules of Procedure Policy

Mayor Helwig explained that the Village Attorney suggested that we adopt the Rules of Procedure for the Village. The Village Attorney explained that the majority of Village has this policy in place and should develop a procedure for meetings and how they are conducted. He said that this policy should also be reviewed and placed on next month's work session for discussion.

C. Village Trustee Email

Mayor Helwig said that in connection with FOIL, he would like to get a quote on adding 2 Trustee Emails and a DPW email. He said that our DPW Supervisor will resign that we should make sure that all emails are following our Local Laws and Policies.

D. Grinder Pumps- (1) In stock, need to buy four.

Mayor Helwig discussed that with only 1 Grinder pump in stock he would like to get a quote on repairing two of the Grinder Pumps, and to request a quote on the cost of 2-3 more Grinder Pumps. Mayor Helwig also said that there is only one vendor that repairs our Grinder Pumps but to reach out to others to see if we can get multiple quotes for procurement purposes.

E. Village Office Roof

Mayor Helwig said that the Village Office made an appointment with Evolution Roofing for the repairs of the leak and that the Village office also inquired about the Village Office roof and

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requested a quote. He said that once the Village receives the quotes, the Board can review and plan.

F. Timothy Drive Catch Basin

Mayor Helwig asked that the catch basin on Timothy Drive be repaired at once due to the safety hazard that it imposes on the Village Residents.

G. School Bell-Home

Mayor Helwig announced that the Technology Class at Schuylerville Central School is working out a plan to create an enclosure to protect the Historic School Bell. He said that he would provide an update once he hears from the class.

H. Generator Maintenance

Trustee Tammy Mitchell said that Generator Maintenance is necessary to make sure that everything is running properly. She said that the last time it ran for the week charge, the generator did not sound like it was running properly, and the oil and filters should be changed. Mayor Helwig asked if we have someone comes take a look and do a service. Mayor Helwig asked that the office reach out and requested a quote on the work that needs to be done.

OLD BUSINESS: (Priority 2-Discussion Items)

A. Insurance for David Nevins Fire Department.

Tabled, no discussion.

B. Sidewalk Project

Mayor Helwig said there is no information to discuss at this meeting because he is meeting with Barton and Loguidice on Wednesday and should have an update for the Board after the meeting. He also said that the Village office has requested a meeting with DASNY representatives on the paperwork that needs to be given.

C. Clothing Allowance Vs. Unifirst

Mayor Helwig said that at this time, he is going to outsource other vendors to get T-shirts made for the DPW workers.

D. White's Alley

Mayor Helwig said that the paving is still being coordinated and no scheduling date has been verified. Once he able to get all the vendors scheduled, he will make an announcement on the actual date of the paving, and he would like to make sure that all the residents on White's Alley remove all personal belongings from Village Property.

TABLED BUSINESS: (For Review if Time Allows)

Adjournment

Trustee Mitchell made a motion to adjourn the meeting and was seconded by Trustee John Nazarenko. All in favor-Aye 3-0