

Village of Schuylerville
Workshop
December 3, 2018

Mayor Carpenter called the meeting to order;

Present;

DPW Report;

Rob Decker spoke regarding 79 Pearl Street, where we are putting in new sidewalks, there is a tree that is proving to be an issue, as the sidewalk is buckled from the tree roots which are about 6 inches around. Mayor Carpenter stated that we could remove the tree and then work with the homeowner to replace it with the help of the tree committee. Mayor Carpenter stated he would reach out to the homeowner tomorrow. Rob Decker stated the rest of the sidewalk project is going well as far as removing the old side is concerned. The international truck that had the issue with the brakes is back in use. Parts are ordered for the electrical issues with the new plow. This is a common issue with the 2008 and 2010 Dodges. the DPW has been working on getting the leaves picked up and helping Sherman to catch up with his drying beds at the waste water treatment plant.

At this point Charles mentioned that he felt Northumberland landfill owned by Waste Management, would be closer and possibly less costly for removing sludge. Rob Decker stated that he had approached them two years ago but that their stipulations for this landfill were beyond what we could manage as far as dryness. He also noted that DEC needs to approve any place that we dumped sludge. Mayor Carpenter asked if this could be investigated, he tasked Rob with finding out from Waste Management how much per ton they would charge. Currently, Fulton county is at \$65 per ton. Rob Decker had a question regarding the union. He said that he does not fall under the correct specs to be in the union and stated that in discussing the situation with peers, he was concerned about protection for himself. His concern was that if he is not reappointed and he is not included now in the union, at that point he would be behind the others. Rob Decker questioned what would happen with his tenure? Mayor Carpenter stated that he would look into that matter. Trustee Young asked if we would be doing performance reviews. He asked what was the current protocol when employees come on board and have we performed reviews on employees. He thought it would be a good idea to get these reviews done before they unionize. For example he has seen unnamed person's driving using a cell Phone. Rob and Decker stated that the current handbook states that from eight weeks to 365 days the department head has to make a recommendation to the board whether a new employee should be brought on as a full-time permanent employee or not. He stated that he had asked for a meeting on this matter several times, and due to scheduling conflicts, the meeting was never held. After 365 days they are automatically full time permanent employees. At this point there is only one person who has not completed 365 days.

Mayor Carpenter stated that if Rob Decker was having problems with an employee, that he could write them up. Tim LeBaron stated that there were protocols in the handbook. A supervisor could do a verbal report to write them up, followed by a written report. After the written there could be fines, and a fourth could be grounds for suspension or automatic dismissal.

WWTP report;

Charles Sherman reported that there was a high-water issue at the plant over the weekend. Mayor Carpenter asked how things were going with the new assistant. Sherman said he thought he was working well. Sherman had looked into the schooling requirements for the new employee. There is a 90 contact hours requirement. Sherman stated that he needed to use a credit card to purchase the course, which costs \$100. Sherman stated that he already has the books which was be a savings of \$50. Scott Brooks, the new assistant, has started working on learning the course material. He will be required to take a course at SUNY Adirondack in April. Sherman stated that in reading a report on persons taking this course, that less than half of the people who take it will pass. Sherman has confidence that Brooks will pass. It was determined that Charles would use his credit card and be reimbursed at the next meeting. Trustee LeBaron was concerned that this would be the second time that we have provided training at our expense for a waste water treatment plant assistant, and is concerned that Brooks might resign after we have already paid to provide the training for this position. Trustee Young pointed out that we had accounted for this with an agreement that Brooks must sign stating that he would stay a predetermined amount of time after training or be required to reimburse the village for the costs to train him. A copy of this agreement was provided in their packets. Sherman expressed his concern that the waste water treatment plant position did not pay enough to hold a good person.

Mayor Carpenter asked Charles if he had confirmed that we have a back up operator for the plant. He stated that he had confirmed with Chris Miller, who is the assistant chief operator at the Glens Falls waste water treatment plant. Miller resides in Quaker Springs and would be available to assist us in the event of an emergency. Rob Decker stated that Roto-Router had been in to do maintenance on some lines that are routinely checked throughout the year. There was an issue on Green Street on the eastern side and that it was due to tree roots. Charles Sherman also stated that he would like have action septic come and pump out the stations inside the plant as that they had in previous years. He felt this would be good preventative measures. Mayor Carpenter asked Sherman to find out the cost of this service and that it could be built into next year's budget.

There was some discussion regarding the new crossing guard. Mayor Carpenter stated that he had discussed with the new crossing guard the importance of going all the way across the street. He also mentioned that there was a day last week on Friday where we were not aware that there was early dismissal from school. Mayor Carpenter said that we have confirmed with the school that will be calling the beginning of the month to inform us of their schedule and to let us know if there any early releases.

School crossing safety was discussed; Trustee LeBaron suggested that a cone might help with visibility for the persons traveling in the oncoming lane. It was agreed that this was an excellent idea. Rob Decker said that he would provide this for the crossing guard tomorrow. It was also suggested by Rob Decker that we get a lighted LED sign. It was agreed that this would be an excellent safety feature.

Regarding the New York State Smart Communities Grant, Mayor Carpenter stated that he was contacted two weeks ago and informed that there is some information circulating about the grant that is not quite

accurate. There was discussed at the chamber meeting at this point that we still need an additional six entities to agree to participate in this program to meet the requirement of a minimum of ten. We hope to get more by the end of year.

There were some documents that Mayor Carpenter asked the trustees to review;

The first was a waste water treatment plant training reimbursement agreement. Mayor Carpenter stated that he thought the agreement was fair, as he felt that the village should not incur the expense of training an employee only to have them leave.

Mayor Carpenter asked the board to review this agreement and if they had any changes or additions to the agreement, to bring it to the board at the meeting on Wednesday

Dave Roberts of Turning Point replaced a section of sidewalk on Broad Street. He is applying for the 50% reimbursement. The total cost of the project came to \$1,291.15. Jason Young asked about the fact that we provided labor with our DPW. He asked, if as a private citizen he would be able to ask the village to provide him with DPW labor to remove a sidewalk should he decide to replace his sidewalks in the future. It was agreed that this was the policy and that they had provided this service before, with the example being that Glens Falls National Bank had been provided this service when they replaced their sidewalks.

It was agreed that although providing free removal of the old sidewalks offered incentive for business owners and residents to install new sidewalks, the board should come up with a cost per hour for the DPW to remove sidewalks for the public. This could be applied to the 50% reimbursement by the village.

It was discussed that Dave Roberts had not called dig safely. it was agreed amongst the trustees that this was a necessary step. Whoever is doing the excavating is responsible to call dig safely.

Trustee Lebanon asked what would be the specs for new sidewalks for residents. Trustee Young asked if we should create an application for persons who want to renovate their sidewalks. Mayor Carpenter stated he would refer to Attorney Klingebiel on this.

Trustee Young brought up the subject of the sidewalk in front of the old theater. Trustee LeBaron stated that the building that used to be there originally supported this part of the sidewalk. Over the years this has deteriorated to the point where it could become a real hazard.

Handbook committee meeting dates were discussed. Mayor Carpenter stated that he would be sending out dates to all of the committee members.

Update on the Bodnar sewer repair at 29 Burgoyne Street. Mayor Carpenter said that the contractor was backfilling the site when he passed the site on Friday. We are expecting to be invoiced at some point this week. Once we have the final amount we will need to approve the resolution to transfer the funds from the capital account into the sewer operating account and approve the payment to the contractor.

Trustee Young asked about transferring the unused funds back into the firehouse account that had not been used last year.

The question was raised as to whether we couldn't invoice the Village of Victory for the repairs that we made to 29 Burgoyne, since this is a Victory residence. Mayor Carpenter stated that we could attempt

to invoice them, but that we had no way to enforce it. He stated that this was one of the complications of the shared sewer district, and that we have no jurisdiction in this matter.

There was some discussion regarding the dispute over how to bill Victory for the use of our sewer lines and treatment plant. Mayor Carpenter clarified that over the years we found that unfortunately, there was never an accurate way to meter the flow of usage by Victory. That is why the two villages eventually came to an agreement for a flat rate for all Victory residents to be paid by Victory to the Village of Schuylerville.

The quotes for new phone systems were discussed Jason Young said he had a quote from Stored Tech. Mayor Carpenter stated that he would ask Treasurer Heyman to get a quote from spectrum as we were already a customer of that company.

Jason Young asked if the village could get security cameras for the office. He brought up the fact that over the previous weekend there had been some sort of a security breach at the village office. He expressed concern that there is sensitive information that could be compromised in the office, especially regarding employee's personal information. Becky Christner stated that once we investigated the matter, the code that was used was a code that was shared by several people. Christner stated that the situation had been resolved as she had contacted the security company and every person now has their own private code and the common code that was used by several people has been taken out.

It was determined that we should consider security cameras for the office for DPW as well as the sewer plant. Mayor Carpenter said that he would ask Treasurer Heyman to get quotes for bundles from companies to combine the phones with the cameras.

Mayor Carpenter stated that he had gotten a call from Dan Baker, with two proposals. One was for meters, and the other was for an additional water tower. The water board can do only one of these projects. The board decided that they should send out a survey to the villagers to vote on which project they would like to see happen. This would be something that both villages would have to approve, as they would be bonded through the villages.

Trustee Lebaron asked if there could be a contractor on retainer by the water board. Mayor Carpenter said that the board could draft a resolution that they could bring to the water board. The board hopes to have a joint meeting with the village board and the water board to discuss issues.

Trustee Lebaron asked if there was information on the new health insurance plans for the upcoming year. Mayor Carpenter stated that Rebecca was working on getting the employees together to agree on a plan. He stated that this year we would only use one company.

Trustee Drew made the motion to adjourn the meeting, Trustee Young seconded the motion, all in favor.