

REGULAR MEETING -BOARD OF TRUSTEES- FEBRUARY 19, 2019-7:00 P.M.

PRESENT: MAYOR – JUDY WOOD-SHAW, TRUSTEE DOROTHY DEMARCO, TRUSTEE JUDY WOOD-ZENO, TRUSTEE TIMOTHY CAMPBELL, TRUSTEE JOHN BASILE
CLERK/TREASURER: SHERISTIN TEDESCO
DEPT. OF PUBLIC WORKS: MATT RIFENBURGH
BUILDING CODE OFFICER: LARRY WOLCOTT - ABSENT
ATTORNEY: JAMES PELUSO
FIRE CHIEF: TONY CONTI
ENGINEER – ED HERNANDEZ - ABSENT

Public Attendance – 6

The meeting began with The Pledge of Allegiance and a moment of silence.

Special Guest John LeClaire, owner of 1223 Hudson Ave. presented the Board with a few questions regarding doing a subdivision at the property. It was decided he will make an application for a minor subdivision to move forward with his plans.

CORRESPONDENCE –

Mayor Wood-Shaw recently spoke at the government class at the local high school and read a thank you note from the teacher and students. The students submitted feedback of things they would like to see in the Village that included a video game store, a community garden, make the library larger and basketball courts at Saratoga Hills.

The Village received a notice from the Town of Stillwater they will be holding a public hearing on 2/21/19 at 7:00 pm regarding a proposed amendment to the map plan of Water District 5 Extension #1.

FIRE DEPARTMENT CHIEF: There were 5 alarms during the month and the fire dept. members also attended a class at Hillcrest Fire Dept. The members have also been working on the maintenance of the trucks.

DPW – Matt R. stated is was a month of water breaks and snow storms. The DPW has been busy keeping up with both. They also built covers for the clarifiers at the WWTP to try to stop the freezing when the temperature is well below zero.

BCO – Absent

ENGINEERING – Absent (Report on file that stated no compliance issues were noted with either system, the staff completed the preparation of the NYSDEC Annual SPDES permit certification for the WWTP and a NYSDOT bridge inspection has been requested for the Park Ave. bridge.)

COMMITTEE REPORTS:

Trustee Campbell thanked Terrie Gifford for the presentation and DPW workshop she provided last week. He felt it really helped the crew and board members come together with an understanding of the duties and complexities of the DPW responsibilities.

MOTION to buy a new Lincoln Idealarc 250 model K1053-8 from J & R Welding Supply and Fuel Company, 270 Milton Ave, Ballston Spa. NY with welding leads, ground leads and assorted safety equipment for a sum not to exceed \$3,525.00, to be paid from budget line item A.5132.200 DPW Equipment, made by Trustee Campbell, seconded by Trustee Basile

Trustee Campbell stated some reasons why the welder is needed.

1. The current welder is light duty for home use or light construction.
2. The duty cycle on the current welding using 5/32in welding rod is about 10% (based on 10 min welding time)
3. The duty cycle on new welder using 5/32in rod is 100%
4. The current welder is AC only
5. Does not run DC or DC reverse welding rods
6. Renting a welding machine which would be diesel driven is counterproductive.

Projects utilizing new Lincoln welder:

1. The sewer jet framed is to be replaced with the fabrication of a new on. The frame must be able to hold at least 10 ton.
2. New 500gal water tank to be fabricated for sewer jet

3. The light tower from old unit (unit's generator is burned out), is to be reinstalled on the sewer pump generator. Fabrication is needed to hold and operate tower. Requires a mounted winch on generator and out riggers.
4. Rear hitch plate on tandem dump truck needs to be replaced using 1in steel plate welded to truck frame and 20-ton pintle hitch added plus safety chin rings for trailer chain to attach to. This is needed in order to pull the heavy equipment trailer.
5. Snow plow frames to be repaired as needed.
6. Installing new 10,000lb jack on heavy equipment trailer
7. Tie down rings to be added to heavy equipment trailer

Motion carried 4-0

Trustee Basile gave a presentation on the history of the Sewer Plant with a slideshow (Copy on file)

Trustee DeMarco – Stated she attended a webinar regarding fund balances and spoke to Stephanie Heslin at BSNB regarding some investing ideas and is still waiting for someone to contact her back. She also attended a Champlain Canal meeting and is getting Project Backboard organized to start with meetings again next week.

Trustee Wood-Zeno – Stated she attended a webinar on fund balance, the 2019 Saratoga County Planning and Zoning conference and the health board meeting. She stated each municipality is state mandated to have a health officer appointed, right now ours is a registered nurse along with the Town of Stillwater. The budget is \$80,000 and based upon population. Trustee Wood-Zeno stated she wanted it known that our Mayor, Judith Wood-Shaw, is not accepting any payment for her work on the Health Board as she feels it is part of her duty as Mayor. She also attended the team building exercise with the DPW and felt it was a great meeting to share ideas among our new team. She is working on Project Backboard, working on performance management reviews and SOP's for the DPW. She is also working on forming a planning committee with 8 village residents and they will be having a meeting on 3/7/19.

VILLAGE ATTORNEY – No report at this time

TREASURER REPORT

Voucher Totals By Account for the month

"A" General Fund	\$ 37,529.23
"F" Water Fund	\$ 8,010.80
"G" Sewer Fund	<u>\$ 10,215.93</u>
TOTAL	\$ 55,755.96

Treasurer's Report – copy provided to all board members

Up to date Revenue and Expense Control Reports have been provided to all board members.

MOTION to accept the budget adjustments as presented below made by Trustee Campbell, seconded by Trustee Basile
 Motion carried 4-0

Increase A.5110.410 Street Maintenance Road Repairs by \$22,316.04 to cover the Kubricky Construction Corp. invoice for paving of Independence Row and Neilson Ave., originally budgeted for last fiscal year, but carried into this year.
 Transfer \$200.00 from A.1930.400 Judgement and Claims to A.1910.400 Unallocated Insurance to cover FD Insurance
 Increase A.1910.400 Unallocated Insurance by \$759.00 to cover Newland Wood Special Accident Policy
 Increase A.5010.406 by \$600.00 Street Admin. Cell Phones to cover increase costs to cell phones.
 Increase G.8130.408 Sewage Treatment and Disposal by \$2500.00 to cover increased hauling costs.

MOTION to open the floor to the public and press made by Trustee Basile, seconded by Trustee DeMarco
 Motion carried 4-0

Deborah Dunbar asked about the Village Wide Garage Sale date and how it was chosen. The Mayor stated it is usually the weekend before the Town wide clean up day, so people can get rid of what they do not sell during the garage sale but agreed that the date could be revisited.

John Basile asked Terrie Gifford why she did not write anything about Nathan Marshall meeting the President of the United States while he was serving overseas, and she stated she did not have a photo and did not feel there was enough for a story.

MOTION to close the floor to the public and press made by Trustee Campbell, seconded by Trustee Basile
Motion carried 4-0

NEW BUSINESS

MOTION to hold a Public Hearing on March 19, 2019 at 7:00 p.m. on the Village’s 2019-2020 budget. The hearing will take place at the Village Hall located at 1 School Street, Stillwater, NY. At the above date, time and place, all interested persons will be heard made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

MOTION to put the Repairs of the Firehouse out to bid, made by Trustee Basile, seconded by Trustee Wood-Zeno

VOTE:	YES	NO	ABSTAIN
Trustee Basile	<u> X </u>	<u> </u>	<u> </u>
Trustee Campbell	<u> </u>	<u> X </u>	<u> </u>
Trustee DeMarco	<u> </u>	<u> </u>	<u> X </u>
Trustee Wood-Zeno	<u> </u>	<u> </u>	<u> X </u>
Mayor Wood-Shaw	<u> </u>	<u> X </u>	<u> </u>

Motion failed 1-2-2

MOTION to do a request for proposal for Firehouse Roof Repairs made by Trustee Basile, seconded by Trustee Campbell
It was decided the topic would be tabled for executive session, per attorney advice.

Hillside Water Tank Replacement Project Update:

Hillside Water Tank placed in service on 10/12/18, about 3 weeks ahead of schedule.

Statewide Aquastore, tank supplier and erector contract totaled at the bid amount of \$324,814.

AME engineering cost was below authorized at \$21,402.13

Project cost = \$346,216.13

MOTION to move remaining unused capital project funds of \$5,408.93 in H.201 back to the settlement account F201.002. Settlement balance on 1/30/19 \$41,462 bringing its total to \$46,870.93 made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

MOTION to replace paragraph “**35.0 OVERTIME PAY AND COMPENSATORY TIME**” in the approved Employee Manual adopted on 12/18/2018 with the paragraph “**34.0 OVERTIME PAY AND COMPENSATORY TIME**” as adopted on 5/28/2005 to read as follows:

It is the Village of Stillwater’s policy to request and/or authorize overtime only when absolutely necessary. Full-time hourly employees who are required by their Department Head to work in excess of forty (40) hours per week are entitled to receive overtime pay. Every workweek shall begin on Monday and end on the following Sunday. Overtime pay is calculated as follows: for every hour worked in excess of forty (40) hours per week, the employee shall receive time and one-half. The employee shall receive straight pay for all hours worked under (40) hours per week. All hourly Department of Public Works employees will receive overtime pay. In lieu of overtime pay, all other employees will normally receive compensatory time. Compensatory time shall be calculated using the same formula applied for overtime pay. Compensatory time earned/used should be recorded on the employee’s time attendance record and voucher which is submitted to the Village Clerk.

Full-time appointed salary employees who work in excess of 40 hours per week will receive one (1) hour earned compensatory/flex time for every hour over 40 worked in a workweek. Salaried employees will be responsible for maintaining a daily time sheet detailing appointments or projects that extend the normal workday. Compensatory/flex time cannot be accumulated in excess of 70 hours and this time cannot carry-over into the next year. No formal approval is needed by the full-time salaried employee to use the compensatory/flex time, but the department must be properly staffed in order for the full-time salaried employee to take time off. Compensatory/flex time may be

taken by the full-time salaried employees at a rate not to exceed 50% of a forty (40) hour pay period.

Department of Public Works employees rotate weekend duty coverage for the water treatment and wastewater treatment plants. It is understood that this employee may be assigned additional duties during the period of work. The weekend shift is compensated at a rate for five hours per day for each of two days.

Call-in Pay (department of Public Works Only)

Department of Public Works employees, when called into work, shall be paid a minimum of two hours over-time. Additionally, in certain emergency situations, the Superintendent at his discretion may grant Public Works employees a thirty (30) minute paid leave meal period.

Cover page to include: "2/19/2019 Revised Para. 35.0 made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

MOTION to amend the below motion to pay members of the Fire Department as flaggers, in emergency situations only on state roads, at the minimum DPW laborer rate as a stipend payment made by Trustee Basile, seconded by Trustee DeMarco
Motion carried 4-0

MOTION to pay members of the Fire Department as flaggers, in emergency situations only on state roads, at the current DPW laborer rate as a stipend payment made by Trustee Wood-Zeno, seconded by Trustee DeMarco
Motion carried 4-0

MOTION to authorize the Mayor to enter into contract with Flatley Read, Inc. for one year in accordance with proposal dated January 16, 2019, at a cost not to exceed \$3500.00, made by Trustee Wood-Zeno, seconded by Trustee Basile
Motion carried 4-0

MOTION to amend the existing Financial Policy, dated June 19, 2018 with update to Audit Procedure to change the following sentence: "The Village Board shall make an RFP for Public Accountant services every five years (or as needed), by a CPA or PA engaged for that purpose. New Wording: "The Village shall engage a Certified Public Accounting firm at a minimum of every five years for the purpose of auditing Village operations" made by Trustee Wood-Zeno, seconded by Trustee Campbell
Motion carried 4-0

MOTION for the Village of Stillwater to join The Chamber of Southern Saratoga County at a cost not to exceed \$355.00, and the Village will not renew the membership to The Saratoga Chamber of Commerce made by Trustee Wood-Zeno, seconded by Trustee Campbell
Motion carried 4-0

RESOLUTION
VILLAGE BOARD OF TRUSTEES
VILLAGE OF STILLWATER
February 19, 2019
Village Employee Training

Motion by: Trustee Wood-Zeno
Seconded by: Trustee Basile

WHEREAS the Board of Trustees of the Village of Stillwater is required to specify by resolution what employee training is required for which employee and when the training is to be completed as per section 38.0 of the Village of Stillwater Employee Manual.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS: The Board of Trustees hereby appoints Teddy Minor to complete the Sewer and Water Licensing Courses for the Village of Stillwater within the next three years of the date of this resolution.

VOTE:	YES	NO
Trustee Basile	<u> X </u>	<u> </u>
Trustee Campbell	<u> X </u>	<u> </u>
Trustee DeMarco	<u> X </u>	<u> </u>
Trustee Wood-Zeno	<u> X </u>	<u> </u>
Mayor Wood-Shaw	<u> X </u>	<u> </u>

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Village of Stillwater, Saratoga County, New York on February 19, 2019

The Mayor stated the Cannon Park Clock Tower was hit and run on 2/12/19. The police are currently investigating, and we are researching the cost to replace.

OLD BUSINESS

VILLAGE OF STILLWATER

RESOLUTION

Resolution Authorizing Purchase Contract

WHEREAS, subdivision 16 of the New York General Municipal Law 103 (“Piggybacking Law”) permits political subdivisions to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation thereof, through the use of a contract let by the United States of America or any agency thereof, any state or any county or political subdivision or district therein provided that the contract has been let in a manner that constitutes competitive bidding consistent with New York State law, and is made available for use by other governmental entities; and

WHEREAS, the Village has previously adopted a local law authorizing purchase contracts based on lowest responsible bidder or best value contract award; and

WHEREAS, the Village Board of Trustees are desirous of purchasing certain heavy equipment, specifically a 2019 HV507 SFA (HV507) vacuum tank truck; and

WHEREAS, the County of Onondaga, New York has awarded a pricing contract to Navistar Inc. for “Trucks (Heavy Duty Class 8) Cab-Chassis Type w/Dump Bodies, Snow Plows & Associated Options/Accessories” (Bid Ref.# 8996 effective June 24, 2018 through June 23, 2023). A copy of the County of Onondaga’s bid package, including its proposal, advertisement, notice of award, specifications, pricing, etc. (“Bid Package”), is on file with the Village of Stillwater Clerk’s Office. The pricing contract is available to other municipal entities anywhere in New York State. See, Bid Package, “Instructions to Bidders/General Conditions” at ¶ 6.

WHEREAS, the County of Onondaga awarded the contract after issuance of a bid Proposal that was published and advertised, receipt of competitive sealed bid proposals, and award after evaluation by the county’s Division of Purchase (see Bid Package); and

WHEREAS, the Village Board has reviewed the contract awarded by the County of Onondaga and has spoken to representatives of Navistar;

WHEREAS, after due review and consideration, the Village Board finds that that the contract was let by a political subdivision of the United States; that the contract was made available for use by other governmental units, and that the contract was let in a manner that constitutes competitive bidding consistent with New York law, including public solicitation of the request for bid proposal, preparation of bid specifications; submission of sealed bids; and evaluation and contract award based on best value and/or lowest responsible bidder requirements; and

WHEREAS, the Village further finds that Navistar is a reputable vendor; that the pricing offered is reasonable; that the pricing contract provides a cost-savings that includes minimum price discounting off the manufacturer’s published list prices; and that piggybacking will provide further cost savings by reducing administrative expenses that would otherwise be incurred if the Village initiated its own competitive bidding process.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board authorizes the Village Clerk to piggyback on the County of Onondaga contract (Bid Ref.# 8996) for the purchase of a 2019 HV507 SFA (HV507) vacuum tank truck and related parts, accessories, supplies and services, with a cost not to exceed \$160.00.00

VOTE:	YES	NO
Trustee Basile	<u> X </u>	_____
Trustee Campbell	<u> X </u>	_____
Trustee DeMarco	<u> X </u>	_____
Trustee Wood-Zeno	<u> X </u>	_____
Mayor Wood-Shaw	<u> X </u>	_____

I, Sheristin Tedesco, Village Clerk, do hereby verify that the foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Village of Stillwater, Saratoga County, New York on February 19, 2019.

MOTION to approve the audit claims for the month made by Trustee Basile, seconded by Trustee Campbell
Motion carried 4-0

MOTION to approve the Treasurer’s report made by Trustee Campbell, seconded by Trustee Basile
Motion carried 4-0

MOTION to approve the minutes from Regular Meeting dated 1/15/2019 made by Trustee Campbell, seconded by Trustee Basile
Motion carried 4-0

MOTION to adjourn to executive session for legal advice on contractual matters made by Trustee Wood-Zeno, seconded by Trustee Campbell
Motion carried 4-0

Clerk excused 10:30 pm

MOTION to exit executive session for legal advice on contractual matters made by Trustee Wood-Zeno, seconded by Trustee Campbell
Motion carried 4-0

MOTION to authorize to pay the Clerk/Treasurer for the 2019/2020 budget a salary of \$59,102.00 per year made by Trustee Basile, seconded by Trustee Wood-Zeno
Motion carried 3-2

MOTION to authorize to pay the Deputy Clerk for the 2019/2020 budget a salary of \$17.00 per hour made by Trustee Campbell, seconded by Trustee Basile
Motion carried 5-0

MOTION to authorize to pay the Mayor for the 2019/2020 budget a salary of \$11,000.00 per year made by Trustee Campbell, seconded by Trustee Basile
Motion carried 5-0

MOTION to adjourn made by Trustee Basile, seconded by Mayor Wood-Shaw
Motion carried 4-0

Meeting adjourned 11:30 PM

Respectfully submitted,

Sheristin Tedesco
Clerk/Treasurer