

Village Board of Trustees
 Regular Meeting
 Tuesday, February 5, 2018

MAYOR TRAVER CALLED THE MEETING TO ORDER AT 7:00PM. AFTER ROLL CALL MAYOR TRAVER LED THOSE PRESENT IN THE PLEDGE OF ALLEGIANCE.

Roll Call	Trustee Williams, Trustee Carpenter, Trustee Conlon, Mayor Traver
Highway	Bryan Etu, Jeff Caprood
Police	Justin Derway
Code	Dave Armando
Attorney	Matthew F. Fuller
Public	Jeanie Mullen, Callie Ginter, William McMurray, Jim Thatcher, Lynne Ives

THESE ARE NOT OFFICIALLY ADOPTED MINUTES AND ARE SUBJECT TO BOARD AND STAFF REVISIONS. ANY REVISIONS WILL APPEAR ON THE FOLLOWING MONTHS MINUTES AND WILL STATE SUCH APPROVAL OF SAID MINUTES.

MINUTES

A MOTION TO ACCEPT THE MONTHLY MEETING MINUTES FOR THE FOLLOWING DATES WAS MADE BY:
 TRUSTEE WILLIAMS, SECONDED BY TRUSTEE CONLON.
 Monthly VB Meeting, February 5, 2018
 Special VB Meeting, September 19, 2017

ALL AYES. MOTION CARRIED.

REPORTS

A MOTION TO ACCEPT THE FOLLOWING MONTHLY REPORTS WAS MADE BY:
 TRUSTEE CARPENTER, SECONDED BY TRUSTEE WILLIAMS.
 Clerk/Treasurer, Code Enforcement, Highway, Groundskeeper, Police Chief, Water Superintendent and Justice Court.

Mayor Traver asked D. Armando about 19 Culver Street and the Order to Remedy violation letter that was sent to the owner. A brief discussion was held. Attorney Fuller asked D. Armando to follow-up with him in regards to boarding houses in the Village.

ALL AYES. MOTION CARRIED.

AUDIT OF BILLS

ACCEPT THE AUDIT OF MONTHLY BILLS
 MOTION BY TRUSTEE CONLON, SECONDED BY TRUSTEE CARPENTER.

PAY BEFORE AUDIT #10		AUDIT #10			
General Fund	\$ 12,549.46	General Fund	\$ 22,909.16	Phase IV	2,911.00
Water Fund	\$ 5,400.60	Water Fund	\$ 1,969.77	HUD	48.28
Air Stripper	\$ 3,180.45	Air Stripper	\$ 1,607.38		

RESOLUTIONS

RESOLUTION #88 OF 2017-2018

FACILITY USE PERMIT_WASHINGTON COUNTY LIFESTYLE PROGRAM

MOTION BY TRUSTEE CARPENTER, SECONDED BY TRUSTEE WILLIAMS, WHICH STATES:

WHEREAS, the village board has reviewed the Facility Use Permit application and supporting documentation submitted by Melissa Fitch from Washington County on behalf of the County Lifestyle Improvement Program; and

NOW THEREFORE BE IT RESOLVED, on Thursdays, from 4:45-5:30pm, beginning May 3, 2018-May 31, 2018, the village board does hereby grant permission to the County Lifestyle Improvement Program the use of Mullen Park and the Fitness Trail for a fitness class.

BE IT FURTHER RESOLVED, this resolution will take effect immediately.

ALL AYES. MOTION CARRIED.

RESOLUTION #89 OF 2017-2018

FACILITY USE PERMIT_NORTH COUNTRY WILDCATS

MOTION BY TRUSTEE CARPENTER, SECONDED BY TRUSTEE WILLIAMS, WHICH STATES:

WHEREAS, the Village Board has reviewed the Facility Use Permit application submitted by Shannon Sawyer on behalf of the North Country Wildcats travel softball team (hereinafter "Team"); and

NOW THEREFORE BE IT RESOLVED, after a review of the application and all supporting documentation, the Board of Trustees does hereby approve the Facility Use Permit for the Team; and

NOW THEREFORE BE IT FURTHER RESOLVED, this authorization requires the Team to coordinate use of the softball fields with the Fort Edward School, recreation program and youth softball, soccer and football organizations. Coordination of field availability must be worked out between the different entities and use of either field defaults to the Fort Edward School, recreation program and youth sports organizations.

BE IT FURTHER RESOLVED, this resolution will take effect immediately.

ALL AYES. MOTION CARRIED.

RESOLUTION #90 OF 2017-2018

DRAWDOWN REQUEST #8, PHASE IV SAFE WATER IMPROVEMENT PROGRAM WATER MAIN REPLACEMENT & SEWER SEPARATION PROJECT
MOTION BY TRUSTEE CONLON, SECONDED BY TRUSTEE CARPENTER, WHICH STATES:

WHEREAS, the above referenced project has incurred project related expenses in the amount of \$2,911.00 between the time period of October 1, 2017 and January 15, 2018; and

WHEREAS, the invoices pertaining to said expenses have been audited by the Village Board of Trustees at the March 5, 2018 meeting; and

NOW THEREFORE BE IT RESOLVED, the Board hereby authorizes the designated Trustees to execute the "Public Infrastructure/Facility Request for Funds" form; and

BE IT FURTHER RESOLVED, the Board directs the Clerk to forward the executed form(s) and appropriate documentation to the NYS Office of Community Renewal.

ALL AYES. MOTION CARRIED.

RESOLUTION #91 OF 2017-2018

GRANT ADMINISTRATION, 2018-2020

MOTION BY TRUSTEE CARPENTER, SECONDED BY TRUSTEE WILLIAMS, WHICH STATES:

WHEREAS, the Village of Fort Edward sent RFP's for Grant Administration and Grant Writing for state and federal applications during the next three (3) years, and

WHEREAS, a total of nine (9) RFP's were sent out to area Community and Economic Development consultants along with a notice to the newspaper and the same information was advertised on the village website for other firms that may be interested in this type of work, and

WHEREAS, the Village received two (3) proposals for consideration from the following firms

1. Flatley Read, LLC- Schuylerville, NY
2. Camoin Associates- Saratoga Springs, NY
3. CT Male Associated- Latham, NY

NOW, THEREFORE BE IT RESOLVED, after careful consideration the Fort Edward Village Board has chosen CT Male Associates as the Village's Community and Economic Development Consultant, for funding years 2018, 2019 and 2020.

ALL AYES. MOTION CARRIED.

RESOLUTION #92 OF 2017-2018

A RESOLUTION AUTHORIZING THE TRANSFER OF MONEY WITHIN THE GENERAL FUND

MOTION BY TRUSTEE WILLIAMS, SECONDED BY TRUSTEE CONLON, WHICH STATES:

WHEREAS, the appropriation line known as Engineering, A0.1440.400, was budgeted \$9,000.00 for the fiscal year 2017-2018 and as of January 2018 this line item has been fully expended; and

WHEREAS, Chazen Engineering has submitted a final invoice for services performed at 140 Broadway in the amount of \$907.50; and

WHEREAS, Chazen Engineering previously submitted an invoices (103280/104042) in the amount of \$4,024.74 and it was applied to

appropriation code known as Engineering, A0.1440.400; and

NOW, THEREFORE BE IT RESOLVED, the Village Board does hereby authorize the transfer of \$4,932.24 from the Contingent appropriation code (A0.1990.400) to the Engineering appropriation code as stated above and detailed below; and

FROM ACCOUNT # (DEBIT)	ACCOUNT NAME	ACCOUNT TYPE	AMOUNT	TO ACCOUNT # (CREDIT)	ACCOUNT NAME	ACCOUNT TYPE
A0.1990.400	Contingent	Appropriation	907.50	A0.1440.400	Engineering	Contractual
A0.1990.400	Contingent	Appropriation	4,024.74	A0.1440.400	Engineering	Contractual
			4,932.24			

BE IT FURTHER RESOLVED, this resolution will take effect immediately.

ALL AYES. MOTION CARRIED.

RESOLUTION #93 OF 2017-2018

A RESOLUTION AUTHORIZING THE TRANSFER OF MONEY WITHIN THE GENERAL FUND
MOTION BY TRUSTEE CARPENTER, SECONDED BY TRUSTEE CONLON, WHICH STATES:

WHEREAS, the appropriation line known as Safety Inspections, A0.3620.400, was budgeted \$450.00 for the fiscal year 2017-2018 and as of January 2018 this line item has been fully expended; and

WHEREAS, the appropriation line known as Central Printing, A0.1670.400, was budgeted \$12,500.00 for the fiscal year 2017-2018 and as of January 2018 this line item has been fully expended; and

NOW, THEREFORE BE IT RESOLVED, the Village Board does hereby authorize the transfer of \$1,200.00 from the Contingent appropriation code (A0.1990.400) to the contractual codes as stated above and detailed below; and

FROM ACCOUNT # (DEBIT)	ACCOUNT NAME	ACCOUNT TYPE	AMOUNT	TO ACCOUNT # (CREDIT)	ACCOUNT NAME	ACCOUNT TYPE
A0.1990.400	Contingent	Appropriation	120.00	A0.3620.400	Safety Inspections	Contractual
A0.1990.400	Contingent	Appropriation	900.00	A0.1670.400	Central Printing	Contractual
			1,020.00			

BE IT FURTHER RESOLVED, this resolution will take effect immediately.

ALL AYES. MOTION CARRIED.

RESOLUTION #94 OF 2017-2018

AMENDMENT OF RESOLUTION #66 OF 2017-2018
MOTION BY TRUSTEE WILLIAMS, SECONDED BY TRUSTEE CARPENTER, WHICH STATES:

WHEREAS, Moffitt Enterprises, dba as Black Dog Landscaping, has had an annual contract to maintain the lawn at the Yacht Basin and Underwood Park and after a review of the pay history, it is clear that payment for the annual contract was broken in four payment over the course of the fiscal year; and

WHEREAS, the payment scheduled is broken down as follows:

April, May, June	Bill in July
July, August, Sept	Bill in October
Oct, Nov, Dec	Bill in January
Jan, Feb, March	Bill in April

WHEREAS BE IT RESOLVED, that as per the 2017-2018 contract Moffitt Enterprises is entitled to a final payment in the amount of \$1,000.00; and

BE IT FURTHER RESOLVED; that Evergreen Landscaping will follow the same billing cycle as outlined above.

ALL AYES. MOTION CARRIED.

OTHER BUSINESS

AB WASTE

GARBAGE HAULER

DPW Superintendent Etu stated that the company has picked up the majority of the canisters and garbage. This past weekend the company was out collecting again. There were several AB Waste canisters behind 149-151 Broadway. The company has collected and removed.

PHASE IV/WATER AND SEWER LINE REPLACEMENT

Mayor Traver updated the Board. Work on Liberty Street is expected to begin around the third week of March, depending on the weather; with an anticipated completion date of June 1st. The construction company, American Evergreen, has issued the Village a credit for their part in the delay of construction. Mayor Traver is still waiting to hear back from Sean Doty, Chazen Engineering pertaining TCSO #1.

13 WASHINGTON STREET

Considering the possibility of selling all or a portion of this lot, letters of interest were sent to the owners of both 11 Washington and 15 Washington Street. One response was received. Mayor Traver asked Attorney Fuller to look into the requirements that are associated with selling a municipal owned lot.

STREET DEPARTMENT

The department reported that the vehicles are all set for the upcoming storm. They have been working on filling pot holes in the village. Mayor Traver reported that there are two rather large holes that need be filled in the Knolls.

CHIPS

Mayor Traver stated that CHPS reimbursement for the Notre Dame Street paving project will be made on March 16th. The next cycle for CHIPS money is as follows: Expenditures must be made by May 3rd. Supporting documentation submitted to the State by May 10th. Reimbursement will be made on June 15th. The DPW has had issues with trucks going down this winter and is need of a new vehicle. Mayor Traver asked the department, following the procurement process, to get the required bids for a new vehicle. In order to meet the timeframe, the process would need to start ASAP.

POLICE DEPARTMENT DASNY GRANT

The Police Department was given a Dormitory Authority of the State of New York (DASNY) grant in the amount of \$150K. The Board discussed the award and agreed this will be included in upcoming budget discussions.

HAZEN/ANNUAL MS4

EMAIL DATED 03/05/18. UPDATE FROM RICKY ADAMS.

The MS4 reporting period ends March 9th of each year and yes the final, executed, Annual Report is due to the DEC no later than June 1. The proposed MS4 schedule is as follows:

- March 30th Draft Annual Report Completed
- April 6th Draft Annual Report Comment Period begins
- May 7th Draft Annual Report Comment Period ends
- May 7th – May 11th Make any final changes based on comment period
- May 14th Final Annual Report submitted to DEC

NYCOM ANNUAL MEETING

Information given to the Board for the annual meeting which is scheduled for Sunday, May 6, 2018-Tuesday, May 8, 2018.

BUDGET CALENDAR

The budget calendar is set as follows:

2018 BUDGET CALENDAR			
MEETING DATE	TYPE OF MEETING	TIME	
03/07/18	Budget Workshop #1	4:00PM	Debt Service, Governmental Support, Culture & Recreation, Home & Community Services, Employee Benefits,
03/14/18	Budget Workshop #2	4:00PM	DPW Budget, Police Budget

MEETING DATE	TYPE OF MEETING	TIME	
03/19/18	Budget Workshop #3	4:00PM	Water Department, Revenues
03/20/18	Budget Workshop #4*	4:00PM	TENTATIVE BUDGET Budget Officer to file tentative budget w/ Clerk <i>Must be done by 3/20</i>
03/21/18	Special Meeting	4:00PM	CANVAS VOTES Clerk must present tentative budget to Village Board. INTRO RESOLUTION to Override Tax Levy Limit <i>Must be done by 3/31</i>
04/03/18	Public Hearing	6:30PM	PH on Tentative Budget <i>Publish in paper 5 days in advance</i> <i>Must be done by 4/15</i>
04/12/18	Special Meeting	5:30PM	ADOPT RESOLUTION to Override Tax Levy Limit Resolution to Adopt 2018-2019 village budget <i>Must be done by 5/01</i>

* IF NEEDED

UPDATES

PARKING LOCAL LAW

Attorney Fuller is going to pull together all of the parking legislation and incorporate into one updated parking local law. A discussion was held and Attorney Fuller will incorporate the discussion into the proposed updates. The Board discussed signs on Rogers Island, as well as dedicating the Rogers Island road to the Village. Attorney Fuller will begin this process.

GENERAL ELECTRIC REARDON BROOK AIR STRIPPER

General Electric has taken over the daily operation of the Air Stripper. The contract between the Village and GE is in the process of being worked out.

CABLE FRANCHISE RENEWAL

EMAIL DATED 03/01/18. UPDATE FROM KEVIN EGAN.

I spoke to our Lawyer, and we scheduled a meeting for Tuesday morning, March 6th, to review. So, you should be hearing back from me , regarding the contract on Tuesday or Wednesday.

Thanks, Kevin

From: Clerk [<mailto:clerk@villageoffortedward.com>]

Sent: Wednesday, February 28, 2018 9:30 AM

To: Egan, Kevin R <Kevin.Egan@charter.com>

Subject: Franchise Renewal_Village of Fort Edward

Kevin,

Thank you for your time this morning. I appreciate the update and look forward to wrapping this process up. We discussed that you would reach out to your legal team to verify that the terms and conditions of the proposed contract, specifically the definition of Gross Receipts. In addition you will add language to the contract outlining courtesy TV service for the village. At this time the Police Department, the Water Department and the DPW each have this service. Once Charter has final form of the contract, I will send this along to the appropriate Village contacts for review.

You will ask either Cassidy or Jackie to reach out to me discuss a WI-FI hot spot at the Marketplace. This connection is NOT included in the Franchise agreement however, because the Village pays for an internet service, this is a complimentary option available to the Village. When the above has been addressed you will forward me the following:

1. Contract
2. Formal Resolution
3. Public Notification

Again, I appreciate your time. After reading the above, if you notice any discrepancies or if I left anything out, please let me know I look forward to hearing from you. Respectfully, Liann Lyons

MAYOR TRAVER

- General Code: The Village is working with General Code to finish up the contract from 2008 and to work on getting the code book updated and online.
- Marketplace: Mayor Traver asked Jim Thatcher about the outstanding, final draw.
- OPWDD sent a letter to the Village pertaining to a proposed new location at 231 Broadway. The Village has the opportunity to respond to OPWDD in regards to the proposed. Mayor Traver asked the Board to email him with their feedback.

Trustee Conlon did not seek re-election this year. He read aloud the following letter:

It's been an honor serving as trustee for the village of Fort Edward for the last 8 years. I'd like to thank the residence of Fort Edward my family and friends for their support. Over the past 8 years I have learned alot, mostly good, and I have met alot of very nice people including Jim Thatcher, Sean Doty, Max McDonald, Aaron Frankinfeld and I'll miss seeing Jeanie Mullen at each monthly board meeting. The last 8 years has also given me the opportunity to get to know better, people I've known for a while including chief Derway, Sgt Dean Watkins, and several of the officers of FEPD, Dave Armando, Attorney Matthew Fuller that I have known since he was a young kid, Liann (thank you for putting up with my many questions and long babbling emails) and judge Malvuccio. I've enjoyed very much our talks over the years and hope when you see me you can give me a friendly wave.

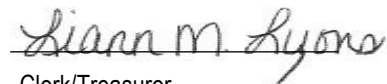
I'd also like to thank the entire board for not only helping answer my questions over the years but for caring and always putting the best interest of the village of FE and its residents a number 1 priority . I feel as a board we have accomplished alot over the last 8 years but there is still much more to do and with the nucleus left on the board and the 2 new trustees I feel the village will be in very good hands.

I'd also like to recognize our departments which I feel have some of the most dedicated people on them that have a genuine concern for the village and its residence. One last thank you, I'd like to say thank you to Brodie for stepping up and doing a very good job in a very difficult spot. I'm sorry if I forgot anyone. When this month is over it will be sad to leave my position as trustee of FE but it is my time to go and I hope I can leave my position with an honorable discharge. Thank you again

Trustee, Village of Fort Edward
Trace Conlon

There being no further business, at 8:20pm, a motion to close the meeting was made by Trustee Carpenter, seconded by Trustee Conlon. All ayes. Motion carried.

Respectfully Submitted,



Clerk/Treasurer

Dated: March 6, 2018