

**Village Board of Trustees  
Regular Meeting  
Monday, September 5, 2017**

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

<b>Roll Call</b>	Trustee Williams	Trustee Carpenter	Trustee Conlon	Mayor Traver
<b>Highway</b>	Bryan Etu	Jeff Caprood		
<b>Police</b>	Justin Derway			
<b>Code</b>	Dave Armando			
<b>Attorney</b>	Matthew F. Fuller			
<b>Public</b>	Jeannie Mullen			

**THESE ARE NOT OFFICIALLY ADOPTED MINUTES AND ARE SUBJECT TO BOARD AND STAFF REVISIONS. ANY REVISION 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, August 7, 2017

Planning Board, July 18, 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. Upon receipt from the Justice Court, the June monthly report will be forward via email to the board members.

*ALL AYES. MOTION CARRIED.*

**RESOLUTIONS**

RESOLUTION #27 OF 2017-2018

INTERFUND TRANSFER

MOTION BY **TRUSTEE CONLON**, SECONDED BY **TRUSTEE CARPENTER**, WHICH STATES:

**WHEREAS**, in the 2017-2018 Village Budget, the Village Board of Trustees budgeted \$18,000.00 for an Interfund Transfer to support the Water Fund for daily operating expenses at the village Water Plant,

**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees does hereby authorize the Clerk-Treasurer to transfer this money from the General Fund to the Water Fund; and

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

*ALL AYES. MOTION CARRIED.*

RESOLUTION #28 OF 2017-2018

STANDARD WORKDAY & REPORTING RESOLUTION FOR ELECTED OFFICIALS (NYSLRS)

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

**BE IT RESOLVED**, that the Village of Fort Edward hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

Title	Name	Standard Work Day (hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>					
Mayor	Matthew Traver	8	04/01/17-04/01/21	N	2.67

*ALL AYES. MOTION CARRIED.*

**RESOLUTION #29 OF 2017-2018**

STANDARD WORKDAY & REPORTING RESOLUTION FOR ELECTED OFFICIALS (NYSLRS)  
 MOTION BY **TRUSTEE WILLIAMS**, SECONDED BY **TRUSTEE CONLON**, WHICH STATES:

**BE IT RESOLVED**, that the Village of Fort Edward hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body:

Title	Name	Standard Work Day (hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>					
Trustee	Edward Carpenter	8	04/01/17-04/01/21	N	0.90

ALL AYES. MOTION CARRIED.

**RESOLUTION #30 OF 2017-2018**

STANDARD WORKDAY & REPORTING RESOLUTION FOR ELECTED OFFICIALS (NYSLRS)  
 MOTION BY **TRUSTEE WILLIAMS**, SECONDED BY **TRUSTEE CONLON**, WHICH STATES:

**WHEREAS**, on August 7, 2017 at the monthly meeting of the Village Board of Trustees, Resolution 26 of 2017-2018 was adopted and said resolution amended the water billing rate structures; and

**NOW, THEREFORE BE IT RESOLVED**, the Village of Fort Edward does hereby amend previously adopted Resolution 26 of 2017-2018 as follows:

<b>WCC FACILITY</b>		<b>COMMERCIAL RATES</b>		<b>INDUSTRIAL RATES</b>	
CODE		CODE		CODE	
01-003		02-001 & 02-002		01-001 & 01-002	
Capital Fee	\$125.00 (2)/year	0-15,000 gal	= \$55.00	0-15,000 gal	= \$55.00
0-15,000 gal	\$ 55.00	15,000 gal & up	= \$3.05/thous gal	15,000 gal & up	= \$3.05/thous gal
15,000 gal & up	\$ 4.13/thous. gal				

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

ALL AYES. MOTION CARRIED.

**RESOLUTION #31 OF 2017-2018**

EXTERIOR WASHING OF WATER TOWER AND GARAGE AT 99 RESERVOIR ROAD  
 MOTION BY **TRUSTEE WILLIAMS**, SECONDED BY **TRUSTEE CARPENTER**, WHICH STATES:

**WHEREAS**, the village Water Treatment plant is located at 99 Reservoir Road and on site is a water storage tank; and

**WHEREAS**, said storage tank requires outside maintenance and solicited bids from vendors to perform this work; and

**WHEREAS**, the following companies submitted bids

Hogwash Cleaning Solutions	\$5,855.00
Performance Industrial	\$5,858.00
National Wash Authority	\$8,900.00

**NOW, THEREFORE BE IT RESOLVED**, that the Village Board of Trustees does hereby authorize Hogwash Cleaning Solutions to carry out work as outlined in Estimate #1205 in the amount of \$5,855.00; and

**BE IT FURTHER RESOLVED**, the Board accepts the payment terms as outlined and authorizes the Clerk/Treasurer to issue payment according to the terms outlined in the estimate.

ALL AYES. MOTION CARRIED.

**RESOLUTION #32 OF 2017-2018**

APPOINTMENT OF INFORMATION SECURITY OFFICER  
 MOTION BY **TRUSTEE CONLON**, SECONDED BY **TRUSTEE WILLIAMS**, WHICH STATES:

**WHEREAS**, safe drinking water is a prerequisite for protecting public health and ensuring continuity of reliable drinking water is essential; and

**WHEREAS**, it is vital that the village has the proper security and safety measures in place to protect our drinking water and critical

infrastructures; and

**WHEREAS**, the SCADA system at the Water Treatment Plant is in the process of being updated and said system is party of the integrated control systems essential to the operation of drinking water utilities; and

**NOW, THEREFORE BE IT RESOLVED**, the Village Board of Trustees does hereby appoint John Miller, Water Superintendent, as the Information Security Officer for the Water Treatment Plant; and

**BE IT FURTHER RESOLVED**, on a yearly basis the Information Security Officer is required to have specific training and education and this education will be provided by outside vendor, Arvid Abrams from Control Systems Integration; and

**BE IT FURTHER RESOLVED**, the Board does hereby authorize the above stated outside vendor as a secondary point of contact for administrative purposes; and

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

*ALL AYES. MOTION CARRIED.*

RESOLUTION #33 OF 2017-2018

ACCEPTANCE OF PWEA CONTRACT FOR JUNE 1, 2017-MAY 31, 2020

MOTION BY **TRUSTEE CONLON**, SECONDED BY **TRUSTEE CARPENTER**, WHICH STATES:

**WHEREAS**, the Public Works Employees Association (PWEA) contract expired on May 31, 2017; and

**WHEREAS**, the Street Committee has met with PWEA representatives and come to an agreement; and

**NOW, THEREFORE BE IT RESOLVED**, the Village Board of Trustees does hereby accept the PWEA agreement for June 1, 2017-May 31, 2020 and retro pay will be issued to employees covered under said contract as outlined in Article XV Pay Schedule.

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

*ALL AYES. MOTION CARRIED.*

RESOLUTION #34 OF 2017-2018

ANNUAL AUDIT OF CLERK/TREASURER & JUSTICE COURT FINANCIAL RECORDS

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

**WHEREAS**, the Village Board is required to annually audit the records of the Clerk/Treasurer and the Village Justice, and

**WHEREAS**, the purpose of the special meeting is to audit both the Clerk/Treasurer and the Village Justice financial records, and

**BE IT RESOLVED**, the Fort Edward Village Board has hereby reviewed both the Clerk/Treasurer and Village Justice financial records from June 1, 2016 – May 31, 2017.

**Roll Call Vote**

Voting:		Ayes	Nays	Abstain	Absent
Matthew Traver	Mayor	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Peter Williams	Trustee	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Edward Carpenter	Trustee	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Trace Conlon	Trustee	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

*ALL AYES. MOTION CARRIED.*

RESOLUTION #35 OF 2017-2018

FACILITY USE PERMIT- YOUTH FOOTBALL

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

**WHEREAS**, the Fort Edward Village Board does hereby approve the Facility Use Permit for Fort Edward Youth Flag Football program contingent on the receipt of all required supporting documentation as outlined in the Facility Use Policy. The authorization of use further requires the Fort Edward Youth Football organization to coordinate the use of fields with the Fort Edward Youth Soccer organization.

*ALL AYES. MOTION CARRIED.*

**AUDIT OF BILLS**

ACCEPT THE AUDIT OF MONTHLY BILLS

MOTION BY **TRUSTEE CARPENTER**, SECONDED BY **TRUSTEE CONLON**:

PAY BEFORE AUDIT #4		AUDIT #4	
General Fund	\$ 6,980.10	General Fund	\$ 21,062.99
Water Fund	\$ 11,913.14	Water Fund	\$ 56,456.30
Air Stripper	\$ 534.55	Air Stripper	\$ 1,711.14
	\$	Phase IV	\$ 2,857.77
		HUD	\$ 657.00

**OTHER BUSINESS**

SAFE ROUTES TO SCHOOL (SRTS)/MARK RIORDAN, P.E.

*(From email dated August 27, 2017)*

The last concrete pours for Case Street are scheduled for Wednesday, the asphalt driveway aprons on Case are scheduled to be paved on Thursday and the line striping on Case is scheduled for Friday. Backing up the new sidewalk with topsoil will be going on this week as well so if all goes as scheduled work on Case Street will be complete on Friday. Work will then progress to McCrea Street. Let me know if you have any questions I can help with.

*(From email dated September 5, 2017)*

Just a quick update on Case Street. Concrete sidewalks are completed, the line striping was finished this morning, and the asphalt driveways are being completed right now so they should be done with Case by the end of the day. Have a great weekend.

**VB COMMENTS:** The Mayor updated the Board saying that the sidewalk replacement on Case Street was extended to include the corner of Case and Burgoyne. The village incorporated an ADA handicapped accessible ramp into the sidewalk. The approximate cost for this change is \$6,700.00. Also, the village was unable to get blacktop last week because the plant was closed. The contractor was blacktopping in the project area and they were able to get the 3 yards of needed concrete.

Also, a child stepped in the wet cement leaving footprints on 10 panels of sidewalk. The village will follow up with the homeowner to coordinate resolution to this matter.

CHAZEN UPDATES/SEAN DOTY, MIKE CLARK

*(From email dated September 1, 2017)*

**38 McCrea Street**

Details have been provided to the Village for a recommend method to repair the collapsed segment of vintage aqueduct.

**VB COMMENTS:** Mayor Traver said that within the next two weeks the village crew will be performing specific work to shore up the walls. During this project, the Sewer District will assist the village DPW. When work is being completed, a section of property will be fenced off and a proper boundary is established to ensure the safety of the public. In addition the village will lay fill, topsoil and seed near the home where the lawn was washed out.

**Phase IV Safe Water Improvements Program – STATUS as of 8/28/17**

- ✓ Temporary access for bus pick-up and drop-off to the BOCES School is in place.
- ✓ NYSDOT Highway Work Permit is in-force for the stormwater crossing of Broadway to Satterlee Lane. A pre-construction meeting will be held by NYSDOT on 9/1/17, and prior to the commencement of work with the State ROW.
- ✓ American Evergreen, Inc. has placed new sanitary sewer pipe and manholes on Washington Street from Broadway to Keating Street.
- ✓ Field Change #1 has been issued. This directive includes the following changes:
  - Move the proposed water line location from the south side of Washington to the north side to avoid gas and electric.
  - Move the proposed stormwater line from the north side of Washington to the south side.
  - Replace Sanitary Manhole #9 in the crosswalk of Washington Street at Broadway. This manhole was not originally included in the contract for replacement because an inspection of the interior appeared competent; however, upon excavating for the sanitary sewer tie-in, the subject structure was found to be in deplorable condition. WCSD#2 witnessed this.

**VB COMMENTS:** Mayor Traver said that on Monday, September 11<sup>th</sup>, construction will begin on Satterlee Lane; this will cross Broadway and tie into the project. It is estimated that it will take two weeks, front start to finish, to complete this particular work.

CT MALE UPDATES/JIM THATCHER

*(From email dated September 5, 2017)*

#### Phase 4 Safe Water:

I (Jim Thatcher) will coordinate payroll reviews once American Evergreen starts submitting pay requests to the Village, etc.

#### Canal Street Marketplace:

The Mayor and I have already corresponded recently regarding progress with the Canal Street Marketplace reimbursements and his recent contact with John Wimbush from the DOS.

#### STREET/SIDEWALK REPLACEMENT, PROSPECT

This project is now complete.

#### SIGNS THROUGHOUT VILLAGE/UPDATE TO PARKING LOCAL LAW

Chief Derway and Trustee Carpenter are scheduled to meet on September 6, 2017 to drive the village and assess the parking and signs that may be needed.

#### MULLEN PARK

Trustee Conlon said the fence posts around the lower tennis courts have been repainted. Stanton Fence is installing the fence and work should be completed soon. He further stated that the park is in need of attention. The trees behind the upper tennis courts are overgrown and impacting the court. At this time, the court is salvageable, however, if this situation goes on a couple more years, it may cause long term damage.

Trustee Conlon said that he has spoken to Jim Thatcher of CT Male, to discuss the possibility of applying for grants to help remedy the water issue at the park. Attorney Fuller said that the state is focused on "stream daylighting" which is a process which the water is redirected into an above ground system, like the old Canal that has dried up. By doing this the water stays out of culverts and/or drainage systems. The deadline to prepare as submission for a CFA is July 2018. Trustee Conlon said that perhaps a private company would be interested in supporting this project. Attorney Fuller addressed the Board saying that legally, the village cannot solicit donations. Therefore if approaching private companies to financially support such a project, it would need to be done through an organization such as the LIFE Committee or a "Friends of Mullen Park" group.

#### NOTRE DAME STREET

Mayor Traver said that the DPW is getting quotes to repave Notre Dame Street using CHIPS money. Quotes will be received with the following breakdown: Roger to Baldwin, Canal to Baldwin, and Broadway to Baldwin to mill and to overlay.

#### MAGNA5 CLAIM

On July 13, 2017 the phone lines at the water plant went down causing significant issues at the water plant. On July 26, 2017 the village submitted a claim for reimbursement for expenses incurred, requesting \$2,425.39. Magna5 issued a courtesy credit of \$316.00 which is to be applied to the monthly invoice. Magna5 did offer to refund \$1200.00 if the village were to enter into a three (3) year contract with the phone company. A brief discussion was held and the Board decided to reject Magna5's offer. The water department will assess their phone needs and look at obtaining service from another carrier.

#### GENERAL ELECTRIC AIR STRIPPER & CABLE FRANCHISE CONTRACTS

Mayor Traver will set up a meeting with Attorney Fuller to discuss the above contracts.

#### CANAL STREET MARKETPLACE

Trustee Williams said that over four weeks there will be free demonstrations wine making demonstrations at the Farmers Market given by award-winning brewer and fermentation expert, Reed Antis Saratoga Zymurgist. In addition, Trustee Williams said that Locktoberfest is scheduled for Saturday, October 14, 2017 from 1:00-6:00 and Canal Corp will be the sponsor again this year.

#### 140 BROADWAY

Attorney Fuller stated, in regards to 140 Broadway, he is waiting for a return date from the Judge.

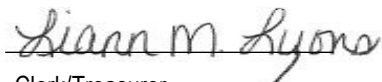
#### **BOARD COMMENTS/DISCUSSION**

Mayor Traver asked Code Enforcement Officer, Dave Armando what was going on at the Spring Motor Inn (fka. The Historic Inn). He stated that a cease and desist order has been issued to the owner of the property who began clearing the land without any permits from the village. In addition, Dave stated that the owner has received the Site Plan Review application and was told that he will need to present the Planning Board a stamped set of engineering plans in relation to the owner's proposed work, including stabilization of the bank. Mayor Traver also asked if Dave has researched the boundaries between the Commercial District and the R-1 District. Dave replied that he is currently researching the property and codes pertaining to this location. As the Board discussed this location, the DPW stated that there is a stormwater line that runs through that property. If that line is broken, it would cause a back-up of water and has the potential to significantly impact the drainage of water.

At 8:05, a motion to adjourn the meeting to executive session to discuss pending litigation pertaining to WCC and to General Electric was made by **Trustee Conlon**, seconded by **Trustee Carpenter**. All ayes. Motion Carried. At 8:30, a motion to come out of executive session was made by **Trustee Conlon**, seconded by **Trustee Williams**. All ayes. Motion carried.

There being no further business, at 8:30pm, a motion to close the meeting was made by **Trustee Carpenter**, seconded by **Trustee Conlon**. All ayes. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Liann M Lyons". The signature is written in black ink and is positioned above the printed name.

Clerk/Treasurer

Dated: September 8, 2017