

Village Board of Trustees
 Regular Meeting
 December 4, 2023

MAYOR TRAVER CALLED THE MEETING TO ORDER AT 7:00 PM AND LED THE PLEDGE OF ALLEGIANCE

Roll Call	Trustee Boucher, Trustee Carpenter, Trustee Cutler, Trustee Williams
Absent	
Code	Dave Armando
Attorney	Matt Fuller
Water	
Street	
Clerk	Janelle Rose
Public	Kyle Cozzens, Frank Burkhardt, Jim Thatcher, Mike Dickinson, Jeanie Mullen, Peter Amorosi, Mike Girard.

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 – November 6 , 2023

A MOTION TO ACCEPT THE MONTHLY MINUTES WAS MADE BY:
 Trustee **Carpenter**, SECONDED BY Trustee **Cutler**.

All Ayes. Motion Carried.

REPORTS – November 2023

A MOTION TO ACCEPT THE FOLLOWING MONTHLY REPORTS WAS MADE BY:
 Trustee **Cutler**, SECONDED BY Trustee **Williams**.

Clerk/Treasurer, Village Justice, Street, Water Department, Code Enforcement.

All Ayes. Motion Carried.

AUDIT OF BILLS

Accept the Audit of Monthly Bills
 MOTION BY Trustee **Williams**, SECONDED BY Trustee **Cutler**.

All Ayes. Motion Carried.

General PBA ~~~~~ \$8,819.36
General Abstract #7 ~~~~~ \$101,609.09

Water PBA ~~~~~ \$1,789.34
Water Fund Abstract #7 ~~~~~ \$14,132.23

NEW BUSINESS

Resolution 16 of 2023-2024

Renewal of the 2024 Highway Work Permit Agreement with DOT and VOFE

Motion by **Trustee Carpenter**

Seconded by **Trustee Cutler**

Dated: December 4, 2023

WHEREAS, the Village of Fort Edward is a municipality in New York and from time to time, the Village Street Department may need to conduct activities and operations upon highways and/or within right-of-ways controlled by the State of New York; and

WHEREAS, as detailed on Perm 1, the State of New York requires municipalities to execute an Undertaking (entitled "UNDERTAKING for the benefit of The New York State Department of Transportation In Connection with Work Affecting State Highways") once every twenty (20) years; and

WHEREAS, the Undertaking was executed on May 1, 2017 via resolution #80 of 2016-2017 and according to NYS DOT standards the Undertaking will not need to be renewed until May 1, 2027; and

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees authorizes Bryan Etu, DPW Superintendent, to execute the required PERM 1 forms and any other documents pertaining to said renewal.

ALL AYES. MOTION CARRIED.

Resolution 17 of 2023-2024

Appointment of Full Time Laborer, Brittany Frasier

Motion by **Trustee Williams**

Seconded by **Trustee Cutler**

Dated: December 4, 2023

WHEREAS the Fort Edward Village Board does hereby appoint Brittany Frasier as a full-time laborer for the Street Department at a rate of \$18.50/hr.

BE IT FURTHER RESOLVED; this resolution shall take effect immediately.

ALL AYES. MOTION CARRIED

Resolution 18 of 2023-2024

Appointment of Justice Court Associate for the Village of Fort Edward

Motion by **Trustee Carpenter**

Seconded by **Trustee Cutler**

Dated: December 4, 2023

WHEREAS the Fort Edward Village Board does hereby appoint Dane Clark as associate Village Justice and;

BE IT FURTHER RESOLVED; this resolution shall take effect immediately.

ALL AYES. MOTION CARRIED.

Resolution 19 of 2023-2024
Facility Use Permit – Mullen Park

Motion by **Trustee Carpenter**
Seconded by **Trustee Cutler**
Dated: December 4, 2023

WHEREAS, the Fort Edward Village Board does hereby acknowledge receipt of the Facility Use Permit and supporting documentation from the SGF Storm; and

NOW THEREFORE BE IT RESOLVED, the Fort Edward Village Board does hereby grant the SG Storm organization, permission to use the Mullen Park located at McIntyre Street in the Village of Fort Edward.

BE IT RESOLVED, this resolution shall take effect immediately.

ALL AYES. MOTION CARRIED

Resolution 20 of 2023-2024
Surplus of Equipment

Motion by **Trustee Williams**
Seconded by **Trustee Cutler**
Dated: December 4, 2023

WHEREAS the Board of Trustees agrees to surplus the following from the Department of Public Works; and

- 2011 Ford F-350 6.2 L
- Smith Stainless Spreader
- 9ft Minute Mower Straight Blade
- John Deere 4310 with Mower Deck and Snowblower attachments
- 2001 interstate 20DT Equipment trailer GVWR 25,900

WHEREAS the Village of Fort Edward reserves the right to reject any and all bids.

NOW THEREFORE BE IT RESOLVED this resolution shall take effect immediately.

All Ayes. Motion Carried.

Resolution 21 of 2023-2024
Offering ROTH contributions to employees

Motion by **Trustee Cutler**
Seconded by **Trustee Williams**
Dated: December 4, 2023

WHEREAS the Board of Trustees agrees to offer ROTH to all employees; and

WHEREAS the Village of Fort Edward Board of Trustees approve of ROTH beginning January 1, 2024; and

NOW THEREFORE BE IT RESOLVED this resolution shall take effect immediately.

All Ayes. Motion Carried.

Resolution 22 of 2023-2024
Hire a Part Time Arborist for the Village of Fort Edward

Motion by **Trustee Cutler**
Seconded by **Trustee Carpenter**
Dated: December 4, 2023

WHEREAS the Board of Trustees agrees to hire a part time arborist for the village tree inventory; and

WHEREAS the Village of Fort Edward Board of Trustees approve the rate of pay for the arborist at \$18.50 per hour; and

WHEREAS the Village of Fort Edward Board of Trustees agrees to hire Mike Dickinson to be the part time arborist; and

NOW THEREFORE BE IT RESOLVED this resolution shall take effect immediately.

All Ayes. Motion Carried.

OTHER BUSINESS

- **CDBG Water Project** – The mayor told Jim Thatcher that we received the agreement for the CDBG award. Jim Thatcher explained that the village needs to get it engineered and out to bid by mid-winter. Jim stated that the project is a stand alone for Cooper, Prospect and Grove and he kept this separate from the larger project that has been put on hold. This project consists of water mains, hydrants, valves, street restoration and sidewalk restoration. The good news is that the environmental review has already been done and he has been paid. CDBG wants to see shovels in the ground by May 2024. The budget Jim used was the best estimate from LaBella's work for that neighborhood. Jim inflated the number a bit, however 1 million is going into hard construction. Jim explained to the board they can get engineering done any way they can. Jim is not sure how far LaBella took it when they engineered it, the village just needs to decide how to proceed. The release of funds will be in January or February, and they do not want any delays. If LaBella has done enough engineering on those three streets, the village is in good shape. The mayor suggested if there are any gaps in funding, we could use CHIPS money if need be. The mayor asked, if infrastructure work was done, how do we use that work towards this project? Attorney Fuller suggests a meeting as soon as possible with LaBella to find out where we are at because it's going to be tight getting that bid out. Jim explained that bids should be out by March or April. Attorney Fuller mentioned that the grant admin is out of pocket. He is currently seeing proposals of as much as 16%. If we are at 1 million, we are talking approximately \$160,000.00 in admin. The mayor would like to get something scheduled with LaBella.
- **138-140 Broadway** – Jim has not heard anything back on proposals from contractors. Jim suggests reaching out to these contractors to set up a meeting. He is sure they are just busy right now.
- **Part Time Arborist** – Dave Cutler explained that Mike Dickinson has made an offer to take trees down. He offered it as a gesture of good faith for the village; however, the board of trustees feels he should be paid for his work. Mike suggests approximately 4 hours per week. The mayor explained that the insurance will cover an employee but not a volunteer. Mike would like to get a list started on village trees. He asked what trees are owned by the village because even if they are within 25 ft from the center line, may not always mean that they were planted by the village. Broadway, obviously, but a lot of other streets have older trees that the village would not plant. Pete Williams said that

there were some swamp maples we got from the reservoir and planted. Pete also mentioned that all the trees that were planted in the 30's and 40's are ready to come down. Mike would like to call in an arborist to bid on trees and take the best bid. Trustee Williams also mentioned that we should contract out for the Maples and Cedars in Underwood Park as those are ready to come down as well. The mayor said that the DPW will help with any chipping and removal of wood. Trustee Cutler would like to go with Mike while he meets with the arborists.

- **Town / New Bucket truck** – The mayor reported that the town is getting a large new bucket truck. They will share it with Argyle. It was purchased through the A account so the village will have access to it as well. It will be housed at the Town garage and when Argyle needs it, they will schedule it. Trustee Cutler thinks this is a 40ft.
- **Kayak Launch update** – Trustee Cutler gave the update; we submitted the three quotes received for the launch to Andy Kitzmann, Assistant Director of the Erie Canalway Heritage Fund. Andy is the contact person from the start of the application process for the grant, which was led by Nasrene Haj, a village resident. Trustee Cutler met with Lynn Griffin who runs the Village Baptist Church, and it was found that the church does not own any property where the launch would be installed. So, with that, it is moving in the right direction. There are many other agencies who need to approve this as well, so currently it is in the hands of NY Canals, NYDEC, and Army Corps of Engineers.
- **Surplus of items** – The village DPW has some equipment that they would like to surplus. The board discussed the items presented to them. One of the items they wanted to surplus was the trailer which was designed to put the roller on it. The mayor feels it is large enough to put our equipment on it and would like to keep it as we will need something available to haul things around. Trustee Cutler will get with the DPW to review. The board will pass a resolution to declare items surplus. (see resolution above)
- **Code Enforcement** – The mayor asked Dave Armando if he had any updates for us. Dave explained that things are looking better at 215 Broadway, he even knocked on the door of room #1. No one answered and he was told that the county had found an apartment for them. Dave updated that Irving is ready to take off with their warehouse building and is currently driving pylons now. Dave is meeting with the engineer tomorrow .
- **Crossing on Broadway** – Part time crossing guard, Pete Amorosi explained that last Thursday, three cars almost ran him over. Pete went into the school and spoke with the SRO. The SRO reached out to the sheriff's office to get more cones. Pete is educating all the kids that if they see a car coming up the hill, make sure it has stopped first. The mayor explained that it is mostly the northbound traffic and if people see the sheriff's issuing tickets frequently, it may slow down the speeding some. Trustee Williams agrees that issuing tickets will help the word get out. The mayor asked if anyone knew who controls the flashing school zone (25 mph) signs. Trustee Williams also said that someone should check on signs and crossing equipment on Burgoyne Avenue as well. Kyle Cozzens, owner of Evergreen Bicycle Works explained that people are speeding and not stopping at the stop sign on Wing Street. Kyle told the board that Janelle explained to him that he needed to call the sheriff's office. Kyle did see the sheriff's there a couple of times, however he states that they let them speed and roll through the stop sign and did not pursue the vehicles. Kyle is concerned about kids walking to school and train passengers. Kyle said that he, himself was almost hit on East Street and he sees this all day. He is surprised no one has gotten hit yet. The mayor told Kyle and the board that he spoke with Sheriff Murphy, and they will spend time on East Street, and he will address it again. Kyle would like to see East Street lowered to 25 mph. On another note, Kyle noticed many lights out throughout the village. The mayor has requested that the DPW check all lights that are not working to determine if it is the bulb or something more in depth in which we would have to reach out to Hour Electric to look.
- **Annex Building** – The survey is being done by VanDeusen and Steves. The school attorney is all set, and the village attorney is as well. As soon as the village attorney hears back from V & S, he will relay that information to the board.

A motion to move to executive session at 8:20 pm was made by **Trustee Carpenter**, seconded by **Trustee Cutler**.
All ayes. Motion Carried.

Respectfully Submitted,

Janelle M. Rose, Clerk-Treasurer
December 4, 2023

Janelle Rose