

Village of Fort Edward
Board of Trustees
Monday, July 1, 2024, at 7:00 p.m.

Mayor Traver called the meeting to order at 7:00 p.m. and led those present in the pledge of allegiance.

Roll Call: Trustee Williams, Trustee Boucher, Trustee Carpenter, Trustee Cutler

Absent:

Present: Jeanie Mullen, Kyle Cozzens, Frank Burkhardt

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**Approval of Minutes from June meeting**

**Motion by:** Trustee **Carpenter**

**Seconded by:** Trustee **Cutler**

All ayes. Motion carried.

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Approval of Reports – Clerk, Code, Street, Sheriff's Report, Water

Motion by: Trustee **Williams**

Seconded by: Trustee **Boucher**

All ayes. Motion carried.

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**Audit of the Bills – Abstract 2**

**General - \$261,576.23** (Large portion of this is \$95,732.00 to Wash Cty for police services and \$46,505.00 to LaBella for the water project)

**Pay Before - \$8,272.55**

**Water - \$16,620.06**

**Pay Before - \$1,738.87**

**Motion by:** Trustee **Cutler**

**Seconded by:** Trustee **Williams**

All ayes. Motion carried.

**Summary**

The meeting covered a wide range of topics including financial reports pertaining to monthly bills as well as the water projects that are underway. Employee step increases, potential use of village property, tree removal, kayak launch, park improvements and organization as well as the potential of HHHN purchasing village owned property. Review and changes to Village procurement policy for August meeting, public hearing at next board meeting to review LL for village owned property. A motion to set the public hearing was made by Trustee Williams, seconded by Trustee Carpenter. All ayes. Motion carried.

**Outline**

**1. Resolutions and Audits •**

**Resolution 4 of 2024-2025**

**ANNUAL AUDIT OF CLERK/TREASURER & JUSTICE COURT FINANCIAL RECORDS FISCAL YEAR 2023-2024**

**Dated** July 1, 2024

**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, 2023 – May 31, 2024**.

**Roll Call Vote**

| Voting:        |         | Ayes         | Nays  | Abstain | Absent |
|----------------|---------|--------------|-------|---------|--------|
| Peter Williams | Trustee | <u>  X  </u> | _____ | _____   | _____  |
| Edward         |         |              |       |         |        |
| Carpenter      | Trustee | <u>  X  </u> | _____ | _____   | _____  |
| David Cutler   | Trustee | <u>  X  </u> | _____ | _____   | _____  |
| John Boucher   | Trustee | <u>  X  </u> | _____ | _____   | _____  |

*ALL AYES. MOTION CARRIED.*

**CERTIFICATION**

I do certify that this is a true and correct copy of the resolution, as adopted at a legally convened meeting of the Board of Trustees of the Village of Fort Edward, duly held on the 1<sup>st</sup> day of July ,2024; and further that such resolution has been recorded in the Clerk’s office located at the Village of Fort Edward Municipal Building, 118 Broadway, Fort Edward, NY 12828.

In Witness thereof I have hereunto set my hand this 1<sup>st</sup> day of July 2024.

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Janelle Rose, Clerk  
Village of Fort Edward



**2. Employee Step Increases •**

- Step increases for two laborers in the Department of Public Works.

**3. Potential Use of Village Property •**

- Draft horses program between the FE Library and the Recreation Department. James Donahue requested the use of the Village parking lot on East Street. James was not in attendance. Clerk to get more answers to board questions.
- How many people will be using the parking lot during that time. They want a turnaround to make it easier.

**4. Park Maintenance •**

- Courts are 90% done. Need to put tennis nets up. Last Tuesday they had a pickleball game. The building will be open at 10:00 am. A group of adults want to have the courts for pickleball 9-11 M-W-F.
- Will they need to be permitted?
- The backboards are being installed as we speak.

**5. Kayak launch •**

- Waiting to hear from Candock on when the gangway will be done.

**6. Village owned property – 50 East Street**

- Hudson Headwaters looked at the building as they are looking to expand the FE/Kingsbury office. The expansion will include the building as well as the parking lot.

## **8. Training Requirements and Emergency Preparedness •**

- Received a document from Washington County on our Emergency Management for Flood Plain. Reviewed topics the county is saying is required by the village. A copy was given to the attorney for further review.
- Washington County would take over in an emergency.

## **9. Water Project bids •**

- Mayor discussed the bid opening and reviewed the bidders and the amounts. With LaBella's help, they will determine who to award the bidder to in a special meeting next week.
- Bill met with LaBella and Bob Clear with Rozell to discuss the tie ins on Burgoyne as an emergency project before the road had been paved. New tie ins need to be installed before the new water lines on Cooper, Prospect and Grove. The attorney will try to ask EFC if the funds can be included.

## **10. Parade and Event Preparation •**

- Dave Earsing has provided the board with an update to the future parade, which is scheduled for September 13, 2025, with a rain date of September 20, 2025.
- Dave is trying to get a car show going on the same day as well as have the reenactors back to visit.
- Discussed charging vendors and asking them to come.

## **11. Tuesdays on the Hudson •**

- Nasrene asked if they could put up signage to save parking spots in the road for the food trucks.
- Suggestion of cones to block off areas needed for the trucks. If cones do not work, Promote FE will investigate sandwich signs to put in those specific locations.

## **12. Procurement Policy •**

- A copy of the policy was given to the board. Have not updated in quite some time. Reviewed by the board in light of the project on Cooper, Prospect, and Grove.

## **13. Local Law – Village property uses/restrictions •**

- This law gives us the ability to put restrictions on the use of village property (unauthorized campers) Protects the village's rights to their property.
- No decision tonight, but a decision should be made soon to protect the rights of village property.
- Public hearing set for August 5, 2024, at 6:45 p.m. for proposed local law.

Respectfully submitted,

Janelle Rose - Clerk