At the regular Meeting of the Village Board of Trustees
held November 9, 2022

Mayor Gifford called the meeting to order at 7:00 p.m.

PRESENT: Trustee Cook, Trustee Gray, Trustee Solotruck and Mayor Gifford
EXCUSED: Trustee Rizzo

PRVIILEGE OF THE FLOOR
Mayor Gifford opened the privilege of the floor at 7:02pm
No one wished to speak.
Mayor Gifford closed the privilege of the floor at 7:03pm

VOLUNTEER FIREFIGHTER CANCER COVERAGE RENEWAL WITH VFIS
MOVED by Trustee Cook, seconded by Trustee Gray to authorize the Mayor to sign the January 1, 2023 agreement with VFIS for Volunteer Firefighter Cancer Coverage.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

COMMUNITY GARDEN AGREEMENT WITH SCHENECTADY COUNTY
Bruce Kohout a member of the Community Garden present at meeting. Mr. Kohout prepared a proposal for upgrades to the community garden including raised garden beds to improve accessibility. Mr. Kohout presented the proposal to Schenectady County and the County provided $10,000 of funding. Mr. Kohout sated that there is a potential phase 2 to the project, which would include improvements to the dog park.
MOVED by Trustee Solotruck who thanked Mr. Kohout and County Legislator Cathy Gatta for their work on this project, seconded by Trustee Gray to authorize the Mayor to execute the Public Services Agreement with Schenectady County for the Scotia Community Garden.
Ayes: Trustee Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: Trustee Cook
Trustee Cook currently works as the Deputy Clerk for the Schenectady County Legislator; Trustee Cook confirmed with the County Attorney that voting on monies received from the County would not be a conflict of interest; would like Attorney Marola to verify that for the Village.

AGREEMENT WITH PRIME AE FOR WATER SYSTEM CORROSION CONTROL STUDY
MOVED by Trustee Solotruck, seconded by Trustee Gray that
Whereas, the NYS Department of Health regulations require water systems to test for lead and copper and provide treatment as necessary, and
Whereas, the Village is in need of professional engineering assistance to do so, now therefore
Be it Resolved, that the Board of Trustees approves the proposal from KB Engineering dba as Prime AE dated November 3, 2022 for professional engineering services associated with the Village Water System Corrosion Control Study, in an amount not to exceed $16,700.00 and that such funds shall come from the F Fund.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None

DRAFT

Abstentions: None

STIPENDS FOR GRANT ADMINISTRATION

MOVED by Trustee Cook, seconded by Trustee Gray that

Whereas, grants received by the Village have increased over time and such grants require a significant amount of time and knowledge to administer, and

Whereas, the Village does not have a grant administrator on staff, and

Whereas, the Village Clerk's Office has been asked to take on the duties of a grant administrator other than for grants that come with funding for a third-party administrator or that are currently administered by another village department, now therefore

Be it Resolved, that grant administration duties as aforesaid shall be shared by the Deputy Village Clerk-Treasurer and Deputy Clerk and each shall receive a $5,000 annual stipend, on a pro rata basis for the current fiscal year, starting November 10, 2022 until changed by the Board, and,

Be it Further Resolved, that the funding for such stipends shall be added to the budget as follows: $5,000 increase to the A Fund; $2,500 to the F Fund and $2,500 to the G Fund, annually and pro rata for the FY 22-23 budget

Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford

Noes: None

H2M ARCHITECHTURAL SERVICES, PHASE 2, MUNICIPAL FACILITIES PROJECT

MOVED by Trustee Solotruck, seconded by Trustee Cook that

Whereas, the Village previously engaged H2M for architectural services for Fire Station Design Services in regards to the Municipal Facilities Project, and

Whereas, Phase 2 of the Project, Renovations to the existing Municipal Facility is ready to be commenced, and

Whereas, the Village has received a proposal dated October 20, 2022 from H2M Architects & Engineers fir architectural services related to Phase 2 of the Municipal Facilities Project, as laid out in a proposal dated October 20, 2022

Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford

Noes: None

Abstentions: None

CAPITAL BUDGET FOR MUNICIPAL FACILITIES PROJECT

MOVED by Trustee Solotruck, seconded by Trustee Cook that

Whereas, pursuant to Board Resolution and Referendum the Village has bonded $13,800,000.00 for the Municipal Facilities Project, and

Whereas a capital budget should be adopted for use of the funds, now therefore,

Be it Resolved, that the Board of Trustees adopts the Capital Budget for the Municipal Facilities Project dated November 3, 2022; as recommended by the Village Clerk-Treasurer.

Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford

Noes: None

Abstentions: None

HUEBER-BREUER CONTRUCTION CO, PAYMENT #1
MOVED by Trustee Cook, seconded by Trustee Solotruck that
Whereas, the Village entered into an agreement with Hueber-Breuer Construction for Construction Management Services for the Municipal Facilities Project on June 20, 2022, and
Whereas, a request has been made for payment #1, now therefore
Be it Resolved, that the Board of Trustees approves Payment #1 to Hueber-Breuer Construction Co. in the amount of $81,700.00 for the Municipal Facilities Project.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

H2M ARCHITECTURAL SERVICES PAYMENT #1
MOVED by Trustee Solotruck, seconded by Trustee Gray that
Whereas, the Village entered into an agreement with H2M architects + engineers for Architectural Services for the Municipal Facilities Project on June 20, 2022, and
Whereas, the Village has received a request for payment #1, now therefore
Be it Resolved, that the Board of Trustees approves Payment #1 to H2M architects + engineers in the amount of $85,989.73 for the Municipal Facilities Project.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

MJ BURBEN, INC. PAYMENT #1
MOVED by Trustee Cook, seconded by Trustee Gray that
Whereas, the Village entered into an agreement with MJ Burben, Inc. for Grant Research, Writing and Administrative Services related to the Municipal Facilities Project on September 14, 2022, and
Whereas, a request for payment #1 has been received, now therefore
Be it Resolved, that the Board of Trustees approves Payment #1to MJ Burben, Inc in the amount of $8,000.00 for the Municipal Facilities Project.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

NAPIERALA CONSULTING FOR CIVIL ENGINEERING DESIGN SERVICES
MOVED by Trustee Solotruck, seconded by Trustee Cook that
Whereas, the Village entered into an agreement with Napierala Consulting Professional Engineer, PC related to the Municipal Facilities Project on June 20, 2022, and
Whereas, a request for payment #1 has been received, now therefore
Be it Resolved, that the Board of Trustees approves payment #1 to Napierala Consulting Professional Engineer, PC for civil engineering services in the amount of $6,925.00.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

FISCAL ADVISORS AND MARKETING, INC. PAYMENT #1
MOVED by Trustee Gray, seconded by Trustee Solotruck that
Whereas, the Village entered into an agreement with Fiscal Advisors & Marketing, Inc. for financial services related to the Municipal Facilities Project, and
Whereas, a request for payment #1 has been received, now therefore
Be it Resolved, that the Board of Trustees approves Payment #1 to Fiscal Advisors & Marketing, Inc. in the amount of $1,950.00 for fiscal services required for the Municipal Facilities Project.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

PREMIER PRINTING, INC
MOVED by Trustee Gray, seconded by Trustee Solotruck that
Whereas, Premier Printing, Inc. has provided printing services related to the funding of the Municipal Facilities Project, now therefore
Be it Resolved that the Board of Trustees approves payment to Premier Printing, Inc. in the amount of $445.00.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

MAYOR'S COMMENTS TO THE BOARD
Mayor stated that this is his last formal board meeting. Congratulated the next Mayor David Bucciferro. Thanked the board and the staff or their support over the last four years. Proud of the accomplishments that have been made especially the Municipal Facilities Project. Thanked all employees of the Village of Scotia. Mayor stated that he is happy to help anyone who needs it.

CORRESPONDENCE, LIAISON AND SPECIAL COMMITTEE REPORTS
Trustee Cook – Congratulated Keith Brown, Heather Gray and David Bucciferro on earning the trust and support of Village resident; looks forward to working together. To all the candidates including Amanda, Dave Lindsay and Joe Talbot; thank you for stepping forward and your commitment. Police Department has completed several rounds of training in October. In addition to required training, Detective Peckham led a defensive tactics training at the Zone 5 Facility. Reviewed current and past report with Chief Harrigan; DWI arrests have increased over the years. Commended Police Department on their diligent patrol; reminded Village residents and those traveling in the Village of the dangers of driving impaired especially during the holiday season. Radar signs have been placed at Cuthbert St, Albion St. and Albermarle Rd; thanked the Police Department as well as the Traffic Safety Committee and the Department of Public Works for their installation; will help with speed mitigation in those areas. This was a project that John Jones, resident member of the Traffic Safety Committee, advocated for and unfortunately passed before seeing it come to fruition. Congratulated Officer Danielle Peck; she will begin training and become the newest detective in the department. Police Department reviewed the closure of the Sunnyside Road Bridge with the Traffic Safety Committee; although there is traffic congestion, no safety issues have been identified. Suggested that the board enter executive session at the end of the meeting to discuss a personnel matter within the Police

Department. Zoning Board of Appeals – no meeting held; sent out a reminder to members to be sure they complete required training. BID – Holiday on the Avenue will be held December 4th and the Business Improvement District will be having a Light up the Avenue Contest; a store front decorating contest. Village residents can vote on Most Creative, Best Overall and Judges Choice; winners will be announced on Tuesday, December 20th. Encourage residents to shop local and support local businesses during the holiday season. Battle of the Badges Chili Cook-off will be held between the Fire Department and Police Department at Holiday on the Avenue. Thanked the Village for continuing conversations with the BID regarding snow removal on Route 5 from Route 50 to bridge.

Trustee Gray – Thanked Mayor Gifford for his service to the Village of Scotia. As a member of the board for 14 years, has done a lot of wonderful things for the community on the board as well as outside of this board; including 50 years of service as a volunteer firefighter. Thanked the Mayor as a resident and as a board member. Thanked the Police Department for the radar signs; Chief Harrigan stated that several residents reached out with positive feedback. Town of Glenville Annual Tree Lighting will take place on December 3rd from 6-8pm. Department of Transportation will be closing Freemans Bridge Road on November 15th through the 17th to work on the railroad crossing. Fire Department call volume above average; about 281 calls over this time last year. Firefighters participated in a live burn training at the Saratoga Training Center; have also started annual hydrant testing with no significant issues. Fire Department will be participating the Annual Christmas Parade in Schenectady on November 19th.

Trustee Solotruck – Congratulations to all the successful people in the election. Municipal Facilities Project is moving forward; preliminary engineering is completing; financial tracking is in place. Phase 1 (Fire Station) bids should be going out in mid-January with construction to start in the spring. Saturday, November 19th 11-2pm at Village Hall; public review of the exterior of the building. DPW – Discussed the road closure in the Village as well as an additional DOT closure in the Town of Glenville which will be difficult but necessary for improvements to both locations. Board approved the Water Corrosion Study which is part of a national effort to keep an eye on corrosion of water pipes. Trustee Rizzo was a Trustee from 2000-2004 and 2006-present; thanked him for his years of service. Thanked Mayor Gifford for his years of service to the Village and years as a volunteer firefighter; served as Village Trustee from 2008-2019 and Mayor for last four years. Look forward to working with Keith Brown and David Bucciferro.

DEPARTMENTAL REPORTS

MOVED by Trustee Cook, seconded by Trustee Solotruck that the October Departmental reports be accepted as presented with thanks.

Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

BUDGET ADJUSTMENTS

MOVED by Trustee Solotruck, seconded by Trustee Gray to approve the Budget Adjustments for the month of September.

Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

AUDIT OF CLAIMS
MOVED by Trustee Cook, seconded by Trustee Gray that be it resolved that all claims against the Village dated November 9, 2022 be allowed and ordered paid in full in the amount of $231,374.20 charged to the following funds:

A-General Fund	$ 218,108.48
F-Water Fund	$ 8,310.25
G-Sewer Fund	$ 4,955.47

Further the Clerk/Treasurer is hereby authorized to draw checks in the claimants' favor and in the full amount listed and charge the same to the funds listed therein.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

NEW BUSINESS

Mayor Gifford stated that Barbara Jones has donated a tree from her yard to be used for Holiday on the Avenue.

MOVED by Trustee Cook, seconded by Trustee Solotruck to enter into executive session to discuss a personnel matter regarding a particular person.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

Mayor Gifford reconvened the 8:05; no action taken.

ADJOURNMENT
MOVED by Trustee Cook, seconded by Trustee Solotruck to adjourn the meeting at 8:05p.m.
Ayes: Trustee Cook, Gray, Solotruck and Mayor Gifford
Noes: None
Abstentions: None

Respectfully submitted,

Maria A. Schmitz
Clerk to the Village Board of Trustees