

The Annual Organizational Meeting and Semi-monthly Meeting of the Board of Trustees of the Village of Menands, was held on the 1st day of July, 2013 in the Municipal Building, Menands, New York Mayor Megan Grenier called the meeting to order at 7:00 P.M.

PRESENT:

Megan Grenier, Mayor
Seth H. Harris, Trustee
Mike Mackay, Trustee
Aileen Nicoll, Trustee
John T. Stangle, Village Clerk
Stephen Rehfuss, Village Attorney
Paul Reuss, Exec Asst to the Mayor

ABSENT:

Mark Lansing, Trustee

Also present: Bill Garvey and Kathy Meany.

The Mayor led the Pledge of Allegiance.

Mayor Grenier appointed Trustee Lansing as Deputy Mayor to act as such in her place and stead during her absence or inability to act and is vested with all the powers and may perform all the duties of the Mayor, pursuant to Section 4-400 of the Village Law.

Mayor Grenier reappointed Stephen J. Rehfuss, Esquire as Village Attorney for the ensuing official year. In his absence someone from the firm of Rehfuss, Liguori & Associates can act on his behalf.

Trustee Mackay offered, seconded by Trustee Nicoll the following resolution and moved it adoption:

RESOLVED, that the appointment by Mayor Grenier of Stephen J. Rehfuss, Esquire as Village Attorney for the ensuing official year be, and hereby is approved; and be it further

RESOLVED, that the legal services and proceeding for the issuance of bonds, abstracts of title and any litigated matters shall be considered extra service, compensation for which shall be determined and audited by the Board of Trustees.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Mayor Grenier reappointed Robert Becher as Acting Village Justice for the ensuing official year be.

Trustee Harris offered, seconded by Trustee Mackay the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of Robert Becher as Acting Village Justice for the ensuing official year be, and hereby is approved.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Mayor Grenier reappointed Kevin Miller to the Zoning Board of Appeals for a three year term ending the 30th day of June, 2016.

Trustee Mackay offered, seconded by Trustee Harris the following resolution and moved its adoption:

WHEREAS, the Zoning Board of Appeals of this Village was established by Local Law No. 1 of 1976, and

WHEREAS, this Board has approved the appointment of the several members thereof, and

WHEREAS, Kevin Miller has served faithfully the Village Zoning Board of Appeals

NOW THEREFORE, be it

RESOLVED, that the appointment by Mayor Grenier of Kevin Miller to the Zoning Board of Appeals of the Village of Menands be, and it hereby is, approved for a term ending on June 30th, 2016, and be it further

RESOLVED, that the Village Clerk be, and he hereby is, directed to notify the aforesaid citizen of his appointment.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Mackay offered, seconded by Trustee Nicoll a resolution naming John Bassett as Chairman of the Zoning Board of Appeals for the ensuing official year.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Mayor Grenier reappointed Kevin Franklin as Village Historian for the ensuing official year.

Trustee Mackay offered, seconded by Trustee Nicoll the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of Kevin Franklin as Historian of the Village of Menands for the ensuing official year be, and hereby is approved.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Mayor Grenier reappointed John T. Stangle, Jr. as Registrar of Vital Statistics and Doreen M. Gadani as Deputy Registrar of Vital Statistics for the Village of Menands.

Trustee Nicoll offered the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of John T. Stangle, Jr. as Registrar of Vital Statistics and Doreen M. Gadani as Deputy Registrar of Vital Statistics for the Village of Menands be, and hereby is approved.

The resolution was duly seconded by Trustee Mackay.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Harris offered, seconded by Trustee Mackay the following resolution and moved its adoption:

WHEREAS, there is to be held during the coming official year

- a) New York State Conference of Mayors Annual Meeting and Training School;
- b) New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks;
- c) New York State Government Finance Officers Association Conference;
- d) (Workers' Compensation) Conferences;
- e) New York Conference of Mayors Public Works Training School;
- f) American Water Works Association Conference (NYS Chapter);
- g) SAMPO (NYS Association of Municipal Purchasing Officials) School;
- h) And other conferences pertaining to the Chief of Police, Fire Chiefs and Building and Fire Inspectors; and

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality, and that the expenses thereof shall be a Village charge;

NOW THEREFORE, be it

RESOLVED, that the following officers and employees are hereby authorized to attend one or more of the above mentioned conferences or schools; Mayor, Trustees, Executive Assistant to the Mayor, Village Attorney, Village Clerk, Village Treasurer, Chief of Police, Foreman of Department of Public Works, Building and Fire Inspectors and Fire Chiefs, and be it further

RESOLVED, that this resolution shall take effect immediately.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Mackay offered, seconded by Trustee Nicoll the following resolution and moved its adoption:

RESOLVED, that the regular meeting of the Board of Trustees, Board of Fire Commissioners and the Planning Board of the Village of Menands shall be on the first and third Monday of each month during the ensuing official year, and in the event that the date of the regular meeting shall be a holiday, such meeting shall be held on the following day, and such meeting may be adjourned from time to time in the manner prescribed by law and shall be held at the Municipal Building in said Village at 7:00 P.M. or at such other place, or such other time as may hereafter be designated by the Board of Trustees.

This notice is given in compliance with Article 7 of the Public Officers Law, relating to open meetings.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Mackay offered the following resolution and moved its adoption:

RESOLVED, that the Times Union, published in the Town of Colonie and circulated in the Village of Menands and the County of Albany, be and the same hereby is, designed as the official paper for the said Village for the publication of all local laws, resolutions and notices of every kind charter or description, or any other matter required to be published during the ensuing official year.

The resolution was duly seconded by Trustee Nicoll.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Nicoll offered the following resolution and moved its adoption:

RESOLVED, that Key Bank, NA of Albany, NY and the J. P. Morgan Chase Bank, Albany, NY and the HSBC Bank USA, Albany, NY; be and they hereby are, designated as the official depositories of the several funds of the Village of Menands for the ensuing official year; and be it further

RESOLVE, that the monies to be deposited in the fund known as the General Fund Reserves of the Village of Menands be deposited in the HSBC Bank USA, Albany, NY and the J. C. Morgan Chase Bank, Albany, NY; and be if further

RESOLVED, that the monies to be deposited in the fund known as the Water Fund Reserves of the Village of Menands be deposited in the J. P. Morgan Chase Bank, Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Sewer Fund Reserves of the Village of Menands be deposited in the J. P. Morgan Chase Bank, Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Fire Equipment Fund of the Village of Menands be deposited in the J. P. Morgan Chase Bank, Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Payroll – Trust and Agency Account of the Village of Menands be deposited in the Key Bank, NA of Albany, NY; and be it further

RESOLVED, that the funds to be deposited in the fund known as the Bond Proceeds Account of the Village of Menands be deposited in the J. P. Morgan Chase Bank, Albany, NY; and be it further

RESOLVED, that the funds to be deposited in the fund known as the Capital Projects Account of the Village of Menands be deposited in the J. P. Morgan Chase Bank, Albany, NY; and be it further

RESOLVED, that all checks and/or orders of withdrawal from the said depository on the aforesaid funds, with the exception of the Payroll – Trust and Agency Account, shall be signed by the Village Treasurer and either the Mayor or Deputy Mayor or, in the absence of the Mayor or Deputy Mayor, by a Trustee designated by the Mayor.

The resolution was duly seconded by Trustee Harris.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	ABSTAINED
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Harris offered the following resolution and moved its adoption:

WHEREAS, this Board may authorize reimbursement of automobile expenses to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW THEREFORE, be it

RESOLVED, that such reimbursement hereafter be made at the rate of 56.5 cents per mile to such personnel when they incur such expense, unless otherwise negotiated in a collective bargaining agreement, and be it further

RESOLVED, that when properly authorized, the same be paid upon audit by the Board of Trustees.

The resolution was duly seconded by Trustee Mackay.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Mackay offered the following resolution and moved its adoption:

RESOLVED, that all employees of the Village of Menands shall be granted vacations, sick leave, bereavement leave, jury duty leave and military leave in accordance with the provisions of the resolution adopted by the Board on May 2, 2005 unless otherwise amended or negotiated in a collective bargaining agreement.

The resolution was duly seconded by Trustee Nicoll.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Mackay offered the following resolution and moved its adoption:

RESOLVED, that the next Annual/Organizational meeting be held on Monday, July 7th, 2014 at 7:00 P.M. in the Municipal Building.

The resolution was duly seconded by Trustee Harris.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Nicoll offered the following resolution and moved its adoption to designate the Clerk as the Village Public Information Officer and the Mayor or, in her absence the Deputy Mayor, as the Appeals Officer.

The resolution was duly seconded by Trustee Harris.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Harris offered, seconded by Trustee Nicoll the following resolution and moved it adoption:

RESOLVED, by the Board of Trustees of the Village of Menands that Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and continuing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of value less records listed therein.

FUTHER RESOLVED, that in accordance with Article 57-A:

- a. only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention periods described therein;
- b. only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value of merit retention beyond established legal minimum periods.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Mayor Grenier requested that the Board change their liaison duties to the following:

Trustee Nicoll	-	Police Department & Youth Program
Trustee Mackay	-	DPW & Fire Dept & Fire Co
Trustee Lansing	-	Building – Code Enforcement – MS-4 Departments, & Eco Dev Dept
Trustee Harris	-	Historian & Seniors
Mayor Grenier	-	Courts, Parks & Beautification

The Mayor also stated that the following have agreed to continue in the following capacities:

Trustee Lansing & Mayor Grenier	-	Economic Development Committee
Brianna Coughlin	-	Youth Program
Paul Reuss	-	Code Enforcement & MS-4
Al Wright	-	Building Inspector
William Giering	-	Economic Development
Dianne MacFarland	-	Part time Gardner.

The Mayor asked all Trustees to coordinate the Annual Picnic this year. The date is Wednesday, August 21st, 2013 (rain date August 22nd, 2013).

A motion was made by Trustee Mackay, seconded by Trustee Nicoll to approve the minutes from the June 17th, 2013 Board Meeting.

ADOPTED:

Trustee Harris	voting	ABSTAINED
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

A motion was made by Trustee Nicoll, seconded by Trustee Mackay to approve payment for the following:

WARRANT # 3:

GENERAL	totaling	\$ 57,283.68
WATER	totaling	262,649.95
SEWER	totaling	3,173.99
	TOTAL	\$323,107.62

CAPITAL PROJECTS: totaling \$106,008.13

PAYROLL # 2: totaling \$ 89,227.82
(06/14/13 – 06/27/13)

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

There was a discussion regarding incorrect water/sewer billings for the period November 1, 2012 to April 30, 2013. Trustee Mackay offered, seconded by Trustee Harris the following resolutions:

WHEREAS, Water and Sewer Invoice #2655 for 11 Momrow Terrace in the amount of \$537.33 was based on an incorrect reading. Now therefore, be it

RESOLVED, that Invoice # 2655 be changed to \$266.00, reflecting a change in usage from 101,000 gallons to 28,000 gallons, and

RESOLVED, that a total of \$169.58 be deducted from the original water roll total for the period November 1, 2012 to April 30, 2013, and be it further

RESOLVED, that a total of \$201.50 be deducted from the original sewer roll total for the period November 1, 2012 to April 30, 2013, and be it further

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

There was a discussion regarding incorrect water/sewer billings for the period November 1, 2012 to April 30, 2013. Trustee Mackay offered, seconded by Trustee Harris the following resolutions:

WHEREAS, Water and Sewer Invoice #3021 for 22 Wards Lane in the amount of \$11,647.39 was based on an incorrect reading. Now, therefore, be it

RESOLVED, that Invoice #3021 be changed to \$55,133.98, reflecting a change in usage from 1,739,000 gallons to 9,365,000 gallons, and

RESOLVED, that a total of \$27,179.12 be added to the original water roll total for the period November 1, 2012 to April 30, 2013, and be further

RESOLVED, that a total of \$16,307.47 be added to the original sewer roll total for the period November 1, 2012 to April 30, 2013, and be it further

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The Clerk reported that he had received three (3) quotes to replace the roof top air conditioning unit for the firehouse lounge.

Dwight Plumbing & Heating	\$7,950.00
Crisafulli Brothers	\$9,750.00
Farrell Brothers, Inc.	\$9,900.00

A motion was made by Trustee Mackay, seconded by Trustee Nicoll to accept the quote from Dwight Plumbing & Heating in the amount of \$7,950.00.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

A motion was made by Trustee Mackay to approve an annual stipend of \$2,500.00 to be paid to the Director of the Menands Seniors Club, seconded by Trustee Nicoll.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

A motion was made by Trustee Mackay, seconded by Trustee Nicoll to approve a transfer of \$261,150.00 from the Water Fund Unappropriated Account to F.8320.0434 for the purchase of water from the City of Troy for the period of May 1st, 2012 to October 31st, 2012.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

A motion was made by Trustee Harris, seconded by Trustee Mackay to designate the Village Clerk to be the contact for the NYS Uniform Notice of Claim Act.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The Clerk reported that the Village received one (1) bid for a new garbage truck. The Mayor asked the Clerk to look into the option of leasing a truck.

Trustee Nicoll reported that the Crosswalk Committee met on June 24th, 2013 and that the Clerk is getting new stripping quotes based on the committees' recommendations.

Trustee Mackay requested budget reconciliations from the Treasurer to determine which roads are going to be paved this year.

At 7:50 P.M. Trustee Nicoll made a motion, seconded by Trustee Mackay to enter into Executive Session

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The regular meeting reconvened at 8:05 P.M.

A motion was made by Trustee Mackay, seconded by Trustee Harris to adjourn.

ADOPTED:

Trustee Harris	voting	AYE
Trustee Mackay	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The meeting was duly adjourned at 8:06 P.M.

John T. Stangle, Jr.
Clerk

DRAFT