

The regular semi-monthly meeting of the Board of Trustees of the Village of Menands, held on Monday, July 20th, 2015 was called to order by Mayor Grenier at 6:00 P.M.

PRESENT:

Megan Grenier, Mayor
Steve Boulet, Trustee
Diane Foley, Trustee
Aileen Nicoll, Trustee
John P. Berry, Jr., Village Clerk
William T. Smith, Jr., Village Treasurer
Stephen Rehfuß, Village Attorney

ABSENT:

Seth H. Harris, Trustee
Paul Reuss, Exec Asst to Mayor

Also attending: Bill Garvey, Brian Marsh, Kris Winner, Diane Brunelle, Ben Lattanzio, Paul Cooney, Kirk Montanye, John Stangle.

The Mayor led the Pledge of Allegiance.

Open Forum:

Resident Bill Garvey reported that the fence going north and south on Oakwood Avenue is in need of repair. Bill also noticed that while cleaning the ladies room at Ganser Smith Park, the molding is in need of repair. He said that the #50 lamp pole on Broadway is broken, and that he is concerned that the empty house at 21 North Lyons Avenue will deteriorate if it is not attended to. Mayor Grenier said that the church owns the property and she will make an inquiry with them.

Resident Brian Marsh asked if there was anything that could be done with the lights on the train bridge, because they never seem to be working properly. He also asked if we had heard anything from Midland Farms, and the Mayor said that we have asked for a letter from them.

Resident Kris Winner had asked if we are going to be able to do anything with her sidewalk on the corner of Jones Court and Menand Road. The Mayor stated that we are currently evaluating all the sidewalks to see which ones need work and that the Village will check in with the DPW Foreman Hagmann to see what he wants to do.

Resident and Boswell Engineering representative Paul Cooney gave the Trustees updates on the following projects: Wards Pump Station, Family Dollar, Harmony Mills and the south end paving project.

Resident John Stangle expressed his concern on the timing of the "Special Use Permit" public hearing for the proposed Zombie Apocalypse business, and if it was proper to have a vote at the hearing.

Resident Kirk Montanye asked if the Village had heard anything yet from the NYS DOT in regards to the street markings. The Mayor said that we hadn't. The Mayor did say that she and the Clerk had met with a representative of National Grid to increase the lighting on Broadway in front of the Village One Apartments.

Mr. Montanye also inquired about the South End Paving Project. The Clerk said that he did send a request to Callanan Industries for information on the price discrepancy, and was still waiting for a response.

The June 15th, 2015 minutes were tabled due to lack of trustee for a quorum vote.

A motion was made by Trustee Nicoll, seconded by Trustee Boulet to accept the minutes of the July 6th, 2015 Annual Board Meeting as amended.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

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

WARRANT #4:

GENERAL	totaling	\$113,247.56
WATER	totaling	\$ 16,186.49
SEWER	totaling	\$ 1,723.42
	TOTALS	\$131,157.47

<u>PAYROLL # 3:</u>	totaling	\$ 77,758.16
(06/26/15 – 07/09/15)		

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Nicoll introduced the following resolution seconded by Trustee Boulet.

**Menands
Credit Card Policy**

- WHEREAS, a Village of Menands internal credit card policy is necessary to ensure the safe use of such cards for officers and employees otherwise empowered to procure commodities or services on behalf of the local government, or to incur travel and other actual and necessary expenses
- RESOLVED, that the Board of Trustees adopt the following Village of Menands Credit Card Policy:
- **User agreement**
- **Recouping unauthorized or illegal expenditures or improper use.**
- Any officer or employee of the local government using the credit card or cards shall be personally liable for all costs incurred by the local government in connection with the improper or unauthorized use by the officer or employee. User must agree to timely reimburse the Village of Menands for any unauthorized or illegal expenditures or improper use. The Village of Menands reserves the right to demand immediate reimbursement for any and all such charges, including interest and late fees, and failure to do so will result in a set-off against wages or salary due an employee or officer or direction to the Village attorney to commence legal action.
- **Timely (no interest or penalty (late) charges**
- All claims and supporting documentation must be timely received in order that the claim may be paid without incurring finance charges. All finance charges incurred because of delayed documentation will be charged to the user and will be recouped as an improper use.
- **Other terms or conditions**
- No payment may be made to a financing agency or card issuer unless, in addition to all other requirements for the audit and approval of claims, the supplemental documentation required by the local government’s credit card policy, is submitted

- to the auditing body of the local government, and a claim is audited and approved in accordance with the laws generally applicable to the local government’s audit and approval of claim functions
- No costs incurred from a credit card transaction will be paid without the submission to the local government of a written, itemized claim or voucher and the subsequent audit and approval by the appropriate auditing authority.
- **Purpose:**
- **Custody**
- Custody of all credit cards will be with the Employee assigned the Card
- **Taxes**
- Except in cases of minor expenses where a sales tax charge is incidental to the purchase, the card should only be used in those cases where a tax exemption certificate is accepted by the vendor. Any exception to this issue must be approved by the governing board or its authorized committee.
- **Follow procurement rules**
- The purpose of the card is to facilitate not circumvent the purchasing policy. The user must comply with the provisions of the Village of Menands procurement policies and procedures. Officers and employees incurring costs associated with travel and other actual and necessary expenses for which a credit card is used would be required to comply with existing laws applicable to such expenditures including requiring advance approval by the governing board for expenses incurred in connection with conventions, conferences and schools.
- RESOLVED, that the Village will issue one credit card to each of the following officers for their use with the following dollar limit: Village Clerk \$5,000.; Village Treasurer \$10,000.; Mayor \$3,000.; Assistant to the Mayor \$3,000.; and the Chief of the Police \$4,000., who will have and retain custody of said card at all times.
- **Documentation**
- no liability to a financing agency or credit card issuer under a contract entered into pursuant to this policy shall constitute a general obligation indebtedness of the Village and neither the full faith and credit, nor the taxing power of the local government, may be pledged to the payment of any amount due or to become due under such a contract.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Nicoll introduced the following resolution seconded by Trustee Boulet.

**A RESOLUTION BY THE VILLAGE OF MENANDS IN SUPPORT OF
DESIGNATING THE ROUTE OF LAKES TO LOCKS PASSAGE, A NEW YORK
STATE SCENIC BYWAY**

WHEREAS, Lakes to Locks Passage, The Great Northeast Journey All-American Road scenic byway links the towns, villages, hamlets and cities along the interconnected waterway of Lake Champlain, Lake George, Champlain Canal and Hudson River; and

WHEREAS, the waters of Lake Champlain, Lake George, the Champlain Canal and Hudson River provide a beautiful backdrop to the scenic, recreational and natural resources along the corridor; and

WHEREAS, the cultural and economic history of the Village of Menands should be showcased to travelers along Lakes to Locks Passage in Albany County; and

WHEREAS, the Village of Menands recognized that tourism is an important industry to Albany County and believes that the designated route for Lake to Locks Passage should

direct the traveler through the historic areas of the Village of Menands to increase visitor's desire to stop and visit the Village; and

WHEREAS, the overall economies of the communities along the Lakes to Locks Passage will benefit from the boost in tourism that would result from the travel route with a "RiverSpark Loop" and southern terminus in the City of Troy; and

NOW THEREFORE BE IT RESOLVED that the Village of Menands encourages the State of New York Department of Transportation to modify the designation of Lakes to Locks Passage State Scenic Byway to add the "RiverSpark Loop." The east side of the "RiverSpark Loop" of Lakes to Locks Passage will extend the byway from Waterford in Saratoga County along US RT 4 through Rensselaer County to the intersection with NYS RT 378 (Burden Avenue with High and Mill Streets) in the City of Troy; the west side of the "RiverSpark Loop" of Lakes to Locks Passage will extend from Waterford in Saratoga County along NYS RT 32 through Albany County in the Town of Colonie, City of Cohoes, City of Watervliet, and the Village of Menands to NYS RT 378, across the Hudson River on NYS RT 378 into the City of Troy, to the intersection with US RT 4; and

BE IT FURTHER RESOLVED that this resolution be distributed to:

New York Representative in Congress

New York State Senator

New York State Assembly

NYS Department of Transportation – Mark Woods

Executive Director Lakes to Locks, Inc. – Janet Kennedy

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

Trustee Nicoll introduced the following resolution seconded by Trustee Boulet.

**RESOLUTION – CONSOLIDATED FUNDING APPLICATION FOR
WASTEWATER ENGINEERING PLANNING GRANT**

WHEREAS, the Village of Menands wishes to advance further efforts to identify inflow and infiltration (I/I) within the Village's sanitary sewer system, and

WHEREAS, the Consolidated Funding Application provides an opportunity to obtain funding via a Wastewater Engineering Planning Grant through the NYSDEC/NYSEFC, and

WHEREAS, the grant provides funds to help pay for the initial planning to perform field investigations and evaluate alternatives for upgrading or replacing existing wastewater infrastructure to address I/I, and

WHEREAS, the maximum Wastewater Engineering Planning Grant is not to exceed \$30,000, and

WHEREAS, the Chazen Companies has offered to complete a Consolidated Funding Application on behalf of the Village at no cost.

NOW, THEREFORE, BE IT:

RESOLVED that the Village of Menands authorizes The Chazen Companies to complete a Consolidated Funding Application for a Wastewater Engineering Planning

Grant to evaluate I/I within the Village sanitary sewer system. The total grant request will be for \$30,000 with a total project value of \$37,500. If the grant application is successful, the Village will be responsible for providing a local match of 20% (\$7,500) which is a requirement to secure grant funds. Following grant award, The Chazen Companies will provide engineering services including field investigations and preparing the engineering report which describes the findings of the fieldwork and provides alternatives for sanitary sewer improvements.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The Treasurer gave an update on the Village's financials for budget year 2014 – 2015. He suggested that we should put some of the savings back from this past year.

The Treasurer also stated that he was offered a colored copier from a neighbor at no cost to the Village.

Resident Diane Brunelle asked if she could receive a copy of the financials.

After a brief discussion there was a motion by Trustee Nicoll, seconded by Trustee Foley to restart the process to update the Employee Handbook with Paychex for \$1,500.00.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The Mayor gave a briefing to the Village Board on the proposed grant for the improvements of the school path. After a discussion by the Board, Trustee Foley made a motion, seconded by Trustee Nicoll for the Clerk to proceed with the grant application process.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

At 6:40 P.M. Trustee Nicoll made a motion, seconded by Trustee Boulet to enter into Executive Session to discuss a legal matter.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The regular meeting reconvened at 6:55 P.M.

After a brief discussion a motion was made by Trustee Foley, seconded by Trustee Boulet authorizing the Mayor to negotiate the purchase of the Key Bank Building on Broadway.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

A motion was made by Trustee Nicoll, seconded by Trustee Boulet to adjourn the meeting.

ADOPTED:

Trustee Boulet	voting	AYE
Trustee Foley	voting	AYE
Trustee Nicoll	voting	AYE
Mayor Grenier	voting	AYE

The meeting was duly adjourned at 7:04 P.M.

John P. Berry, Jr.
Clerk