

VILLAGE OF ALTAMONT
REGULAR BOARD MEETING
April 4, 2023

Mayor Kerry Dineen
Trustee Nicholas Fahrenkopf
Trustee Michelle Ganance
Trustee Tresa Matulewicz
Trustee John Scally

Patty Blackwood, Clerk
Catherine Hasbrouck, Treasurer
Stacy Tanner, Deputy Treasurer
Jeffrey Moller, Supt. of Public Works
Paul Miller, Altamont Fire Chief
Jason Johnston, Altamont Police Chief, Absent
Allyson Phillips, Legal Counsel

General Public: 4

7:01 p.m.

Mayor Dineen called the meeting to order with the Pledge of Allegiance.

Installation of Village Officials Sworn in by Justice Greene

Honorable Nicholas Fahrenkopf
Honorable Michelle Ganance
Honorable Bridget Holohan Scally

Trustee Scally made a motion seconded by Trustee Fahrenkopf to approve resolution to adopt the proposed appointments, designations, schedules, personnel, and financial procedures contained within the Organizational Meeting Agenda.

Roll Call: All in favor

Copy of Organizational Agenda included with Official Minutes.

PART I

One Year Term

Nicholas Fahrenkopf, Deputy Mayor and Fire Dept. Liaison
Michelle Ganance, Village Office Liaison
Tresa Matulewicz, Zoning Board of Appeals Liaison
John Scally, Police and Archives Liaison

Three Year Term

James Sullivan, Member, Zoning Board of Appeals (2026)
Andrea Witham, Member, Zoning Board of Appeals (2026)

PART II

Official Newspaper

Altamont Enterprise - Primary
Spotlight - Alternative

Official Banks

First National Bank of Scotia, First Niagara Bank, Citizens Bank, J.P. Morgan Chase Bank, Kinderhook Bank, Pioneer Commercial Bank, NBT Bank, Bank of Green County and M&T Bank as official depositories of the Village of Altamont.

Authorize Mayor, Treasurer, and Deputy Treasurer to invest Certificates of Deposit in any of the designated official depositories with a third party holding the securities.

Authorize Mayor, Treasurer, and Deputy Treasurer to sign checks on behalf of the Village.

Time & Place of Meetings

Village Board – 7:00 p.m. First Tuesday of each month and third Tuesday, as needed, unless otherwise noted. See attached schedule.

Zoning Board of Appeals – 7:00 p.m. Fourth Tuesday of the month, if needed, unless otherwise noted. See attached schedule.

Mileage

Mileage rate coincides with Federal IRS approved rate per mile for reimbursement to Village employees when authorized to use their private vehicles on village business.

Bonds

For Officials and Employees to continue as last year
(\$50,000 Clerk & Treasurer; \$10,000 Employees)

Personnel Policy

Updated to reflect Cancer Screening Benefit – See attached policy.

Holiday Schedule

Approve holiday schedule for Village employees for FY 2023-24 per Schedule A.

Procurement Policy

To continue without change

2024 Organizational Meeting

Second Tuesday in April 2024

Village Engineers

Barton and Loguidice, Laberge Group, Lamont Engineering, Adirondack Mountain Engineering, Insight Northeast Engineering, and Delaware Engineering as official engineering firms of the Village of Altamont.

Village Counsel

Designate Young/Sommer LLC to serve as Village Designated Attorneys for FY 2023-24.

PART III

Training

Authorizing Mayor Dineen to approve meetings, conferences, and training seminars for employees that would benefit the Village and could include the following schools, conferences and seminars sponsored by New York State Conference of Mayors such as: Annual Training School; Fall Training School; Public Works Training School; Legislative Meeting; Winter Legislative Meeting; Office of the New York State Comptroller; Office of Court Administration;

Public Works Training and Licensing; and the Albany County Division of Management and Budget technology classes.

Advance Payment of Claims

Authorize Village Treasurer and Deputy Treasurer to pay, in advance of audit, claims for public utility services, postage, hospitalization, freight and express charges, claims for petty cash, Senior Entertainment/Trips, JP Morgan Chase Bank (Water Principal/Interest bond payments), Manufactures & Traders Trust (Sewer Principal/ Interest Bond Payments), Wex Bank (Suntrak card), School & Property Taxes, NYS Municipal Workers Comp., Disability Insurance, Health Department Park Permits, MasterCard, and fees for officials and staff to attend meetings and schools approved by Mayor Dineen prior to the next scheduled regular board meeting.

Reports:

Paul Miller, Chief Altamont Fire Dept., submitted a Chief's report for March. Copy of report included with Official Minutes.

Jeffrey Moller, Supt. of Public Works: Hydrant flushing will begin on Monday. We have been getting some phone calls about the streets and the plow damage on lawns. We are starting to work on that. Bags and brush will begin to be picked up on Monday.

Trustee Ganance made a motion seconded by Trustee Matulewicz to approve Treasurer's Abstracts for Payment and Transfer of Funds from April 4, 2023. **Roll Call: All in favor**

Public Comment:

No comments from the public.

Allyson Phillips, Legal Counsel, opened the public hearing at 7:10 p.m. with reading the Legal Notice to consider 2023-24 Village Budget before final adoption.

Mayor Dineen: Budget will be available in the Village Office and online. We were able to stay under the tax cap without making cuts to any of our departments. We made some increases to the library for support as well as the police department. We were able to do a 2% cost of living for staff. Putting some money aside for things like the Comprehensive Plan review that's coming up starting this spring. We were able to put more money aside for engineering. You've heard us talk over the last year. We've had multiple projects with water and sewer and we have exceeded, this past year, our engineering budgets. We felt it was important to put more aside in all of those areas. General Fund, Water Fund, Sewer Fund for engineering because we have more work, it's continuing. So that was another place we had to put some more money. We also put money aside for things like training new employees down the road. This year we're looking at a retirement and when we know somebody is going to retire, maybe in the new year, we will have money to bring someone in a little bit early to train them in those positions. That's an important thing we wanted to make sure we budgeted for.

Kate Provencher, Resident: Good evening and thank you to the new trustees and all of you for your work. I appreciate the time and energy you take on this budget. I've been able to attend the budget workshops and I find them really informative. I don't actually remember if you put the highlights in the village newsletter, but I think that might be useful for other folks to know the kind of thinking that goes into the budget. I noted discussion in the budget workshops and I really appreciated the attention to the water treatment and how you're looking at a different way of doing that that will save money. I think that's really important for people to know. I appreciate the attention you've put into thinking about future and being ready for any disasters. I think that's really important. I wish that we were able to give a higher COLA to our employees. I don't think 2% begins to address and it leaves them behind, in my mind, particularly considering inflation in the past year. I appreciate the service that they provide. I wanted to ask, were we able to give the library what they asked for?

Mayor Dineen: We were not able to give the library what they asked for, but it is an increase over last year by \$2,000.

Kate Provencher, Resident: Okay, and that's something that I would hope that we might be able to do in the future because I really consider them a center for the Village. They do a lot.

Mayor Dineen: We do too. It was a substantial increase. It's not what they usually do because again, costs are hitting them the same way they're hitting us. I think we were happy with, we got to do what we can do. At this point in time, and I know you did come to all the hearings, so you heard there was so many things. The second hearing we remembered we didn't put money aside for like the Comp Review. It didn't enter my mind when I did the sheets. So, we had to pull from a few places, including the Police Department. We did take some back from them even though it was still an increase on their end. It's a balancing act.

Kate Provencher, Resident: Then the other thought that I had is part of what I heard was that when you're doing your budget, you try not to overestimate what you're going to get in terms of income from sales tax. I think I just read in the last week that sales tax is higher than expected. I don't know if there's a way to put in a little proviso that if we get this much more sales tax, we could do a bit more COLA or add a little bit more to the library.

Mayor Dineen: Well, we have this opportunity, which is great if something comes up because right now, we haven't even budgeted for some of the things we know we need. We left off those lists. But if sales tax comes in, way more than we expect, like we we're seeing that we have it, we could do a project from the General Fund if it's something we need, because that money goes there. It's something we can discuss at a Board meeting and then afford that way. We've done pay increases at the last Board meeting; I believe we did a pay adjustment.

Kate Provencher, Resident: I know that you have been really attentive the last couple of years about doing salary adjustments so that we don't lose the staff that we've spent time training. I really want to support that. Thank you all.

Trustee Fahrenkopf: The two things I would add is we did increase the amount of money we expect from sales tax. Maybe not all the way up, but we do kind of nudged it up. Then the other thing I just want to remind people is we don't actually take in all the

money. We have to always dip into our fund balance. Our appropriations are more than our revenues. That's normally not something we like doing, but we know that things like the sales tax are probably going to help put that out. Maybe we don't spend every budget line down to zero. We have multiple cushions that help balance things out.

Trustee Ganance made a motion seconded by Trustee Scally to approve closing public hearing at 7:18 p.m. **Roll Call: All in favor**

Trustee Fahrenkopf made a motion seconded by Trustee Matulewicz to approve 2023-24 Village Budget. **Roll Call: All in favor**

Trustee Scally made a motion seconded by Trustee Ganance to approve resolution for Engineering Planning Grant #120889 regarding Inflow and Infiltration Study on the Village's sanitary sewer system. **Roll Call: All in favor**

Trustee Ganance made a motion seconded by Trustee Fahrenkopf to approve authorizing Mayor Dineen to sign agreement with ChargeSmart EV for electric car charging station and support services after review by Village Counsel. **Roll Call: All in favor**

Trustee Fahrenkopf made a motion seconded by Trustee Scally to approve authorizing Jeffrey Moller, Supt. of Public Works, to move forward with termination of water service on April 11, 2023; if payment is not received from the following delinquent non-residents: Steven & Susan Spaccarelli, 6407 Gun Club Road; Thomas Family Foundation, 6378 Gun Club Road; and Crown of Roses Foundation, LLC, 1109 Berne Altamont Road. **Roll Call: All in favor**

Trustee Scally made a motion seconded by Trustee Ganance to approve of Standard Work Day Resolution of 6 hours per day for Village Clerk, Treasurer, Deputy Treasurer, Court Clerk, Administrative Assistant, Parks Department, Historian, and Office Cleaner for NYS Retirement System for reporting purposes. **Roll Call: All in favor**

Trustee Matulewicz made a motion seconded by Trustee Ganance to approve of Standard Work Day Resolution of 6 hours per day for Mayor, Trustees, and Justices for NYS Retirement System for reporting purposes. **Roll Call: All in favor**

Trustee Scally made a motion seconded by Trustee Matulewicz to approve of Standard Work Day Resolution of 8 hours per day for Department of Public Works and Police Department for NYS Retirement for reporting purposes. **Roll Call: All in favor**

Trustee Ganance made a motion seconded by Trustee Fahrenkopf to approve request of Altamont Community Tradition to hold Altamont Green and Clean on April 22, 2023 from 9:00 a.m. to 12:00 p.m. **Roll Call: All in favor**

Trustee Fahrenkopf made a motion seconded by Trustee Scally to approve request of Altamont Elementary PTA to hold Village Wide Garage Sales on May 6, 2023 from 9:00 a.m. to 4:00 p.m. **Roll Call: All in favor**

Trustee Scally made a motion seconded by Trustee Ganance to approve request of Altamont Memorial Association to hold Altamont Memorial Day Parade on May 21, 2023 from 2-5:00 p.m. **Roll Call: All in favor**

Trustee Matulewicz made a motion seconded by Trustee Ganance to approve request of Altamont Community Tradition, Inc. to hold Strawberry Social on June 20, 2023 from 5-8:00 p.m. **Roll Call: All in favor**

Trustee Scally made a motion seconded by Trustee Matulewicz to approve request of Altamont Running Team to hold Bozenkill 4 Mile Run/Walk on June 22, 2023 from 7:00 a.m. to 12:00 p.m. **All in favor**

Trustee Fahrenkopf made a motion seconded by Trustee Matulewicz to approve request of Altamont Running Team to hold 25th Altamont 5K on July 29, 2023 from 6:30 a.m. to 12:30 p.m. **All in favor**

Trustee Ganance made a motion seconded by Trustee Scally to approve request of Altamont Running Team to hold Helderberg 5K on July 16, 2023 from 7:00 a.m. to 12:00 p.m. **All in favor**

Trustee Fahrenkopf made a motion seconded by Trustee Matulewicz to approve of 2022 Firefighter's Service Award Credits listing per recommendation of Paul Miller, Chief. **Roll Call: All in favor**

Trustee Matulewicz made a motion seconded by Trustee Fahrenkopf to approve request of Altamont Fire Department to participate in the annual garage sale on May 6, 2023. **Roll Call: All in favor**

Trustee Scally made a motion seconded by Trustee Fahrenkopf to approve of Board Minutes for February 28th, March 7th, and March 16, 2023. **Roll Call: All in favor**

Trustee Matulewicz: George Pratt passed away yesterday. He served our Village for many, many years. We thank him for his service. His viewing is Thursday from 3:00-6:00 p.m. at Fredendall Funeral Home.

Mayor Dineen: We also have to say goodbye to a retiring justice. The Honorable Rebecca Hout has been serving the Village of Altamont for 30 years as a Justice. We want to thank her. If you see her around town, please give her a little shout out and say thank you. Or just say congratulations to her because she did a lot of work for the Village and we really appreciate all that.

Trustee Fahrenkopf made a motion seconded by Trustee Scally to adjourn at 7:32 p.m. **All in favor**

Respectfully Submitted,



Patty Blackwood
Clerk

VILLAGE OF ALTAMONT
BOARD OF TRUSTEES
Organizational Meeting Agenda
April 4, 2023

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Board meetings for 2023-2024

Tuesday, May 2nd at 7:00 p.m.

Tuesday, June 6th at 7:00 p.m.

Tuesday, July 18th at 7:00 p.m.

Tuesday, August 1st at 7:00 p.m. (If needed)

Tuesday, September 5th at 7:00 p.m.

Tuesday, October 3rd at 7:00 p.m.

Wednesday, November 8th at 7:00 p.m.

Tuesday, December 5th at 7:00 p.m.

Tuesday, January 2nd at 7:00 p.m.

Tuesday, February 6th at 7:00 p.m.

Thursday, February 29th at 6:00 p.m. (Budget Workshop)

Tuesday, March 5th at 7:00 p.m.

Thursday, March 14th at 6:00 p.m. (Budget Workshop)

Thursday, March 21st at 6:00 p.m. (Budget Workshop - If needed)

Tuesday, April 9th at 7:00 p.m.

Zoning Board of Appeals Meetings

April 2023 – April 2024

All Zoning Board of Appeals Board meetings are on an as-needed basis, and take place on the 4th Tuesday of the month at 7:00 p.m. unless noted.

April 25, 2023

May 23, 2023

June 20, 2023 (3rd Tuesday)

July 25, 2023

August 22, 2023

September 26, 2023

October 24, 2023

November 28, 2023

December 19, 2023 (3rd Tuesday)

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

Update to Village of Altamont Personnel Handbook

XXIII. Screening for Cancer

NYS Civil Service Service Law 159-b entitles municipal employees to be absent from his or her duties or services for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undertake screenings for all cancers. The entire period of the leave of absence shall be excused leave and shall not be charged against any other leave accruals. Cancer screening includes physical exams, blood work or other laboratory tests for the detection of cancer. Travel time is included in this four-hour cap. Absence beyond the four-hour cap must be charged to the employee's leave accruals. Written documentation from the medical provider is required.

Village of Altamont

2023-2024 Holidays

Schedule A

Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Monday, October 9, 2023	Columbus Day
Tuesday, November 7, 2023	Election Day (Skeleton Crew)
Friday, November 10, 2023	Veterans Day
Thursday, November 23, 2023	Thanksgiving
Friday, November 24, 2023	Day After Thanksgiving
Monday, December 25, 2023	Christmas Day
Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Day
Monday, February 19, 2024	Presidents Day
Friday, March 29, 2024	Good Friday (1/2 Day)