

VILLAGE OF ALTAMONT
REGULAR BOARD MEETING
April 06, 2021

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

Patty Blackwood, Clerk
Catherine Hasbrouck, Treasurer
Jeffrey Moller, Supt. of Public Works, Absent
Kyle Haines, Altamont Fire Chief, Absent
Todd Pucci, Altamont Police Chief, Absent
Allyson Phillips, Legal Counsel

General Public: 5

7:00 p.m.

Mayor Dineen called the meeting to order with the Pledge of Allegiance. Meeting was held online using Zoom Video Communications due to the Coronavirus.

Installation of Village Official Sworn in by Mayor Dineen

Honorable James Greene

Installation of Village Officials Sworn in by Justice Greene

Honorable Kerry Dineen
Honorable Tresa Matulewicz
Honorable John Scally

Trustee Scally made a motion seconded by Trustee Ganance 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, Planning Board & Zoning Board Liaison
John Scally, Police and Archives Liaison

Four Year Term

Patricia Blackwood, Clerk
Catherine Hasbrouck, Treasurer
Patricia Blackwood, Recorder of Vital Statistics
Catherine Hasbrouck, Deputy Recorder of Vital Statistics
Ginger Hannah, Subregistrar of Vital Records

Five Year Term

Simon Litten, Member, Planning Board (2026)
Kate Provencher, Member, Zoning Board of Appeals (2022)
Gary Goss, 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 and Treasurer to invest Certificates of Deposit in any of the designated official depositories with a third party holding the securities.

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

Village Office Hours

Monday – Thursday 9am–Noon and 1pm–4pm

Friday 9am-Noon

Time & Place of Meetings

Village Board – 7:00 p.m. First Tuesday of each month and third Tuesday as needed

- Schedule Attached

Planning Board – 7:00 p.m. Fourth Monday of each month as needed

- Schedule Attached

Zoning Board of Appeals – 7:00 p.m. Second Tuesday of each month as needed

- Schedule Attached

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

To continue as written

Holiday Schedule

Approve holiday schedule for Village employees for FY 2021-22 per Schedule A.

Copy of holiday schedule included with Official Minutes.

Procurement Policy

To continue without change

2022 Organizational Meeting

First Tuesday in April 2022

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 2021-2022.

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 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:

Kyle Haines, Chief Altamont Fire Department, submitted Chief's written reports for February and March. Copy of reports included with Official Minutes.

Jeffrey Moller, Supt. of Public Works, submitted Department of Public Works written report for March. Copy of report included with Official Minutes.

Mayor Dineen reported the Village will be having summer camp and the swimming pool will be opening this year. Details will be coming out shortly.

Trustee Scally made a motion seconded by Trustee Fahrenkopf to approve the Treasurer's report; #20, #21 and transfer of funds as submitted. **Roll Call: All in favor**

Public Comment:

Dean Whalen, former Trustee, stated he was having withdraws from not being able to make the motions. Mr. Whalen thanked Trustee Matulewicz and wished her all the best

and the most success in having stepped up to the trustee position. Mr. Whalen thanked the Village staff for all they have done and helped him out over the years.

Public hearing at 7:17 p.m.

Allyson Phillips, Legal Counsel, opened the public hearing with reading of the Legal Notice to consider 2021-22 Village Budget before final adoption.

Mayor Dineen stated the budget has been worked on since the end of February. There were three budget workshops that were open to the public. The workshops were held on Zoom. The first workshop was the departments coming forward and presenting to the Board what they were looking at for numbers and what they may need for upcoming projects. The second workshop Catherine Hasbrouck, Treasurer, takes those numbers from the departments and the Board talks about the requests and Catherine tries to work it in. With this draft budget, it reflects taxes staying flat. There is a 2% cost of living increase for the Village staff who have worked very hard all year long. The reserve funds remained consistent with what has been put in them every year. The reserve funds cover vehicles and equipment for each department. The Village has budget rotations worked out so the departments can buy the equipment they need or trucks they need at a certain time every so many years.

Mayor Dineen stated almost every budget season or at least every other season the Board looks at departments to make sure the salaries are staying competitive. It's hard for a small place like Altamont. The Village tries to keep up with the Town of Guilderland and other towns. Department of Public Works and Senior Van Drivers were looked at this year because the Village was falling behind in those two areas. It's very hard to recruit for those positions and to retain employees in those positions. The Village doesn't want employees coming in and getting the experience and going somewhere else for better pay. Salary adjustments were made in both departments to keep the Village competitive and let the employees know they are appreciated.

Mayor Dineen stated the sewer fund needs some attention. Trustee Fahrenkopf has explored the data for the last six years, trying to see why the revenues are falling short of the expenses. Expenses have gone up. Some big users of the system have gone off the system or their usage has gone way down. The taxes were kept flat but the Village is going to have to either raise the sewer debt fee or raise revenue for the sewer fund by this summer. There will be a public hearing to do this. The Village isn't in trouble but it is an area that needs attention. The wastewater plant was supposed to save the Village money when the upgrade was done. It's been a little more expensive than anticipated and expenses are going higher.

Mayor Dineen asked the Board and the treasurer if they had anything to add.

Trustee Fahrenkopf stated he normally has something to say but Mayor Dineen captured it perfectly. Everything was covered that has been added or tried to be developed in the budget along with the challenges that will have to be dealt with in the next couple of months.

Mayor Dineen stated it's always tricky in Altamont. There aren't thousands of dollars here to be able to give accounts a lot more money. The Village is pretty consistent. The Village tries really hard to get the most out of their money. A lot of long discussions were held regarding the budget.

Mayor Dineen asked if Catherine Hasbrouck, Treasurer, had anything to add.

Catherine Hasbrouck, Treasurer, stated she was fine and Mayor Dineen did a very good job explaining.

Kate Provencher, Thatcher Drive, thanked Mayor Dineen for the great summary. Ms. Provencher stated she was able to sit in on some of the budget workshops and she appreciates the time and energy it takes to work on the budget. She supports the COLA for the staff and appreciates the discussion that was held to make salaries competitive for Department of Public Works and the Senior Van Drivers. This has come up for the last couple of years about having to raise salaries otherwise money would be spent on training the employees and they would take that training elsewhere. Ms. Provencher stated she was glad to hear there is more discussion going on about the sewer fund needing attention. Ms. Provencher inquired about a project that was discussed a few years back about backing up the water supply by hooking into the Town of Guilderland.

Mayor Dineen stated this is still a want and a need for the Village of Altamont. At the time, the cost came out more than was anticipated. The work that was already done will be useful again but it has been put aside for now. The Village is talking about ways to put money aside for that. Nothing has been put away separate right now but the water fund is in very good shape. There are some big projects coming up but the Village will still look at the backup water source and will have to look to get a grant for assistance. A little bit more of a buffer is needed to be able to do the project. Mayor Dineen stated it's not of the table the Village needs this.

Ms. Provencher agreed the Village needs the backup water supply. Ms. Provencher stated Jeff Moller said at the past budget workshops that there were times the Village was pretty close to having an emergency. We can't discount that there are more climate emergencies and it would be better to be prepared than caught off guard.

Trustee Fahrenkopf made a motion seconded by Trustee Ganance to approve closing the public hearing at 7:27 p.m. **Roll Call: All in favor**

Trustee Matulewicz made a motion seconded by Trustee Ganance to approve 2021-22 Village Budget. **Roll Call: All in favor**

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

Trustee Fahrenkopf made a motion seconded by Trustee Ganance 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 Scally made a motion seconded by Trustee Fahrenkopf 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 Ganance made a motion seconded by Trustee Fahrenkopf to approve of 2020 Firefighter's Service Award Credits listing per recommendation of Kyle Haines, Chief.
Roll Call: All in favor

Trustee Scally made a motion seconded by Trustee Matulewicz to approve resignation of Susan Sanders, Gardener, effective March 3, 2021. **Roll Call: All in favor**

Trustee Fahrenkopf made a motion seconded by Trustee Scally to approve of Board Minutes for February 24th and March 2, 2021. **Roll Call: All in favor**

Mayor Dineen welcomed Trustee Matulewicz and congratulated her on the election. Mayor Dineen thanked Kate Provencher on extending her position on the Zoning Board of Appeals.

Trustee Matulewicz made a motion seconded by Trustee Fahrenkopf to adjourn at 7:34 p.m. **Roll Call: All in favor**

Respectfully Submitted,

Patty Blackwood
Clerk