

**VILLAGE OF VICTORY**  
**VILLAGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
~ APRIL 9, 2024 ~  
6:00pm

**PUBLIC HEARING ~ TENTATIVE BUDGET ~ FY 2024.2025**

**A motion was made by Mayor Dewey and seconded by Trustee Healy to open the meeting with the Pledge of Allegiance. All in favor – aye. Motion passed.**

**OPEN** Public Hearing by motion  
Present Budget line for line

Open Floor: There was no public in attendance. Only village department heads for Clerks office and Department of Public Works. Highlights of the meeting were:

- 5% rate increase – keep up with the cost of living
- Salary adjustment for Motor Equipment Operator - \$15.59 to \$18.00p/h
- CHIPS: \$32,451.00 – project \$55,000.00 – fund balance for the balance
- Fund Balance dollars to keep tax rate down
- Tax rate up from \$8.66 to \$8.90/K.
  - Sewer – create reserve \$9,000.00 for grinder pumps. A decrease in sewer rents. \$10,000.00 in fund balance was brought in for this reason.

**CLOSE Public Hearing by motion was made by Trustee Healy and seconded by Trustee Dennison. All in favor – aye. Motion passed.**

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**CALL MONTHLY MEETING TO ORDER:**

**APPROVAL OF MINUTES:**

- Minutes – Monthly Meeting – March 12, 2024
- Minutes - Special Meeting – March 25, 2024

**A motion was made by Trustee Dennison and seconded by Mayor Dewey to approve the minutes from the regular monthly meeting of March 12, 2024 and the special meeting minutes from March 25, 2024 as submitted. All in favor – aye. Motion passed.**

**VILLAGE BOARD ANNOUNCEMENTS OR CORRESPONDENCES:**

- Zoning Board of Appeals Meeting: April 22, 2024 at 6:30pm
- Planning Meeting: April 2024 at 6:30pm – pending confirmation of the date
- Schuylerville/Victory Water Board Meetings
  - April 15, 2024 in Victory at 6:00pm - Budget Public Hearing and Monthly Meeting
  - April 17, 2024 in Victory at 6:00pm - Joint Meeting with Victory and Schuylerville for discussion of Proposed Capital Project
- Federal Energy Regulatory Commission: Notice of scoping meetings and environmental site review and soliciting scoping comments. Deadline May 30, 2024. Evening scoping meeting April 29<sup>th</sup> at 7pm and Daytime scoping meeting April 30<sup>th</sup> at 9am both meetings in Victory.

**MONTHLY REPORTS:**

All reports are read as presented and highlighted as follows:

- CODE ENFORCEMENT OFFICER REPORT -CEO Larry Wolcott/no report was received
  - Trustee Dennison brought items of concern to the attention of the CEO: Those items are:

- Residents complaining of garbage piling up in Long Alley.
- OTR's should be written for cars, trash, meta. Apartment at 37 Herkimer Street – garbage, mattress, tires behind residence dumpster at 23 Herkimer Street, move forward Gates Avenue property issues with debris, vehicles and cats. Referred issue to CEO Wolcott.
- Campbell to take pictures of stranded boat/trailers
- Trustee Dennison is to send the list of concerns to Mayor Dewey

#### A. DPW/SEWER/WATER DEPARTMENT REPORT

- Working Supervisor Ryan Campbell's report was read.
- Request to attend 2024 Highway School sponsored by Cornell Local Roads on June 3-5 at Ithaca College. Early registration is \$125 by May 17. Lodging \$149/night x 3 plus meals. **A motion was made by Trustee Healy and seconded by Mayor Dewey to approve the request to attend the 2024 Highway School at a cost of \$125.00 for registration. All in favor – aye. Motion passed.**
- PAVING QUOTES: Schuyler Heights Drive
  - Evolution \$18,436.72
  - Kubricky \$23,096.00
  - Town of Stillwater \$4,013.60
  - WITHOUT MACADEM COSTS/PRICES VARY BY DAY

**A motion was made by Mayor Dewey and seconded by Trustee Denison to accept the quote from Evolution in the amount of \$18,436.72 contingent on June/July. All in favor – aye. Motion passed.** We will be working with the Town on drainage culvert work.
- SIDEWALK QUOTES: Est. 240' sidewalk from corner of Herkimer St on Pine St (north)
  - Patrick Tirado Concrete Specialist \$8,000.00
  - Sprague Enterprises & Supplies \$11,250.00
  - WITHOUT CONCRETE OR ANY MATERIALS

**A motion was made by Trustee Dennison and seconded by Mayor Dewey that the sidewalk would be done in-house with an estimate cost of \$10,300 for the project. Work would be done before June 1<sup>st</sup> from the north side of Herkimer Street to the Relyea property. All in favor – aye. Motion passed.**
- Letters need to be sent to White's Alley residents again in regard to boats, trailers, garbage and debris. There is also an issue with a tree, individuals parking under it with tree branches falling. The tree needs to be removed. Campbell is waiting for pricing to remove the tree.
- Hydrants: There have been two breaks at North Broadway a couple weeks ago.  
Hill Manor Street Lights: Campbell has been told by National Grid the pole and lights the Village bought are not permitted to be installed. Three street lights need replacing and were purchased.

#### B. FIRE DEPARTMENT REPORT

- Chief Ryan Campbell provides written report which was read.
- Annual Election of Officers
- Benefit Dinner has been changed to June 1, 2024 and will be held at the American Legion
- Proposal from National Grid for moving and upgrading Electrical Service for proposed new construction of firehouse - \$26,514.66. Mayor Dewey stated he is not prepared to move forward on this quote. It does not include service back to building. This has been tabled.
- Approve New Membership – Jr Member -age 16. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve the junior membership for Laviethan Rous. All in favor – aye. Motion passed.**

#### C. WATER DEPARTMENT REPORT

- Draft Minutes from March 7, 2024 received and on file
- Draft minutes from March 18, 2024 received and on file

D. VILLAGE TREASURER'S REPORT

- Monthly report ending February 29, 2024
- Review Procurement Policy for next month

E. PLANNING BOARD REPORT

- No meeting/no report

F. ZONING BOARD OF APPEALS REPORT

- Meeting last month on Lot Consolidation/Public Hearing scheduled for April 22, 2024

**OLD BUSINESS:**

- A. CDBG Grant Application Discussion: Michelle DeGarmo, Flatley Read attended last month and provided information about the CDBG program and will follow up on a grant that could financially aid the water department and the proposed capital project. Information should be received by the joint water meeting scheduled for April 17, 2024.

**NEW BUSINESS:**

- A. RESOLUTION: Budget Adoption FY 2024.2025. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve the resolution for the final adoption of Budget FY24.25 as follows:**

- General Fund – appropriation \$559,419.50, less estimated revenues \$273,196.00, less unexpended fund balance \$25,000 with the amount to be raised by taxes \$261,223.50.
- Exemptions – 15% Veterans total exemption = \$63,615.00  
25% Veterans total exemption = \$88,500.00  
Senior Citizen total exemption = \$40,000.00  
Clergy total exemption = \$1,500.00
- Sewer Fund – appropriation \$114,366.00, less estimated revenues \$114,366.00, less Unexpended fund balance \$0-0.

The salary rate increases of 5%, to keep up with the cost of living, based on the current rate of pay for the following positions: village clerk, deputy village clerk/treasurer and dpw working supervisor. The motor equipment operator will receive a salary adjustment from \$15.59/hr. to \$18.00/hr. The elected Mayor remains the same at \$500.00/month or \$6,000.00/yr. and two Trustees remain the same at \$416.67/month or \$5,000.00/yr. Appointed officials as code enforcement will be \$357.50/month and planning/zoning secretary at \$300.00/month. The Village real property tax will be at \$890/thousand of assessed valuation for the FY24.25.

- B. RESOLUTION: Budget Amendment/General Fund **A motion was made by Trustee Dennison and seconded by Mayor Dewey to approve the resolution dated April 9, 2024 to amend the FY23.24 General Fund Budget to balance expenses as follows: From A2831. Fund Balance in the amount of \$3,167.00 and A1990.4 Contingency in the amount of \$1,400.00 TO A1660.4 Central Stores (Water Acct Clerk) in the amount of \$3,167.00 and A5182.4 Street Light, Contractual in the amount of \$1,400.00. All in favor – aye. Motion passed.**

- B. RESOLUTION: Surplus of ER-614 – 1992 Pierce. **A motion was made by Trustee Healy and seconded by Mayor Dewey to approve the resolution dated April 9, 2024 stating the Village Board of Trustees has determined that the Fire Department has a surplus vehicle that will be effective once the purchase is complete on the replacement vehicle. The surplus equipment is noted as ER-614, '92 Pierce and will be placed out to bid at auction site with proceeds returning to the general fund. All in favor – aye. Motion passed.**

- C. RESOLUTION: Purchase 2001 KME Excel Pumper Fire Truck - \$45,000.00. **A motion was made by Trustee Dennison and seconded by Mayor Dewey to approve the resolution dated April 9, 2024 authorizing the purchase of a used 2001 KME Excel Pumper Fire Truck in the amount of \$45,000.00 from the City of Mechanicville and the fire truck will be received after the City of Mechanicville is in possession of their new fire truck. All in favor – aye. Motion passed.**
- D. RESOLUTION: Transfer from PPE Reserve Fund - \$3,000.00. **A motion was made by Mayor Dewey and seconded by Trustee Healy to approve the resolution dated April 9, 2024 to amend the FY23.24 General Fund budget to allow for the purchase of turn out gear as approved by the by the village board from MES in the amount of \$6,257.96. The fire chief has requested the transfer from the PPE reserve fund to help offset the overall cost of two sets of turn out gear. The transfer would leave a balance of \$199.81 maintaining the reserve fund to stay alive and without maintenance charges. All in favor – aye. Motion passed.**
- E. RESOLUTION: Senior Citizen Exemption Sliding Scale from 2006 and all Fee Schedules/MHP and demo will be reviewed next month.
- F. Discuss POSS (Publicly Owned Sewer System) /NY-Alert to register Notifier
- G. Request to Donate \$100.00 to the Town of Saratoga toward Veterans Flag. **A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve the request for donate \$100.00 to the Town of Saratoga for Veterans Flags. All in favor – aye. Motion passed.**

**OPEN FLOOR:** None

**AUDIT CLAIMS:**

- Abstract # 11 ~ April 2024

- General Fund \$ 16,618.44
  - Sewer Fund \$ 245.92

**A motion was made by Trustee Healy and seconded by Trustee Dennison to approve the abstract #11 – April 2024 as submitted. All in favor = aye. Motion passed.**

**EXECUTIVE SESSION:** None

**UPCOMING VILLAGE BOARD MEETINGS:**

- May 14, 2024: Monthly Meeting ~ 6:30pm

**ADJOURNMENT:** **A motion was made by Mayor Dewey and seconded by Trustee Healy to adjourn the regular monthly meeting and proceed on to the annual Organizational Meeting. All in favor – aye. Motion passed.**

# VILLAGE OF VICTORY

## ORGANIZATIONAL MEETING MINUTES

**April 9, 2024**

(Immediately following the monthly meeting)

Meeting called to order: **A motion was made by Trustee Healy to call the meeting to order to discuss alternate water board commissioners. Mayor Dewey will meet with interested persons.**

Resolution Exercising & Delegating Powers Under LL1-2011:

**Section 1.** The authority and power to supervise all department and non-elected officers and employees of the village including but not limited to the office staff and the DPW employees.

**Section 2.** The board appoints Mayor Dewey as the Budget Officer.

**Section 3.** Mayor Dewey delegated Trustee Healy the responsibility and authority to preside at the meetings of the board.

**Section 4.** The board delegates Trustee Healy the responsibility and authority to sign the order directing the Village Clerk/Treasurer to pay claims referenced in subsection (d) of Section 4-402 of the NYS Village Law.

**Section 5.** That this resolution takes effect immediately.

Appointments by Mayor Dewey:

Deputy Mayor..... Trustee Timothy Healy

Appointments by Board of Trustees

Public Works Commissioner..... Mayor Dewey

Public Safety Commissioner..... Trustee Healy

Village Clerk/Treasurer (2-year term to begin 6/1/2023-5/31/2025).... Maureen Lewsey

Deputy Village Clerk/Treasurer  
(No appointment / Hold Over)..... JoAnn Bielkiewicz

Public Works Supervisor..... Ryan Campbell

Code Enforcement Officer..... Larry Wolcott

Registrar of Vital Statistics.....Maureen Lewsey

Water Commissioners (2 yr. term 6/1/23-5/31/2025) ..... Leslie Dennison

(2 yr. term 6/1/23-5/31/2025) ..... Timothy Healy

Alternate Commissioners.....vacant

.....vacant

Designation of Village Depository.....Glens Falls National Bank

**A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve the resolution dated April 9, 2024 that has determined pursuant to Village Law 4-412(3)(2) requiring designation of banks or**

trust companies for the deposit of all village monies be Glens Falls National Bank, 73 Broad Street (Local Branch – Main office – Glens Falls, NY) Schuylerville, NY 12871 All in favor – aye. Motion passed.

Designation of Official Newspaper.....The Saratogian

Zoning Board of Appeals: \*3-year terms\*

1 term (2024-2027).....	Terrie Wolcott
2 term (2022-2025).....	Heather Freebern
3 term (2023-2026).....(MM to fulfill remainder of 3 year term).....	Michelle Marshall
Alternate.....	vacant
Chairperson.....	to be appointed at zba meeting

Planning Board: \*5-year terms\*

1 term (2021-2026).....	vacant
2 term (2022-2027).....	Peter Healy
3 term (2023-2028).....	Tim Fort
4 term (2024-2029).....	vacant
5 term (2020-2025) .....	Corey Helwig
Alternate.....	vacant
Chairperson.....	Corey Helwig

Attorney for the Village..... Michael J. Catalfimo  
(Resolution/new retainer agreement – N/A: **NOT RECEIVED/TABLED**)

Schedule of Board of Trustee Meetings

RESOLVED, that the regular meeting of the Village Board of Trustees of the Village of Victory shall be held in the Village Board Room of the Village Hall, 23 Pine Street, Victory Mills, New York, on the **Second Tuesday of each month**, beginning at 6:30 p.m., provided that where an official holiday falls on the first Tuesday of the month, said meeting shall be rescheduled at the discretion of the village board with the time remaining at 6:30 p.m.

RESOLVED, that the next organization meeting of the Board of Trustees shall be held on the second Tuesday, on April 8, 2025 following the monthly meeting at 6:30 p.m.

RESOLVED, that special meetings of the Board of Trustees may be called by the Mayor or a majority of the Board of Trustees upon notice to the entire Board. Notice shall be given in accordance with law.

Village Policies and Procedures

RESOLVED, that, having reviewed the following Village Policies and having determined that no changes or revisions are required to be made to the same at this time, the Board of Trustees do hereby ratify, affirm, re-approve and re-adopt the following existing Village Policies and Procedures:

1. Procurement Policy
2. Investment Policy
3. Cash Receipts Policy
4. Incoming Mail Policy
5. Code of Ethics
6. Building Access Policy
7. Municipal Web Site Content Policy
8. Cellular Phone Use Policy
9. Credit Card Policy

10. CDBG Policies

Mileage Allowance

**A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve the resolution dated April 9, 2024 to establish mileage rate. It was determined to pay a fixed rate for mileage as reimbursement who use personal automobiles while performing their official duties on behalf of the village. The Board of Trustees approve reimbursement to such officers and employees at the rate of \$.67 cents per mile for all business use (business standard mileage rate). This is the Internal Revenue Service mileage rate standard effective January 1, 2024. All in favor – aye. Motion passed.**

Advance Approval and Payment of Claims

**A motion was made by Mayor Dewey and seconded by Trustee Dennison to approve the resolution dated April 9, 2024 for advance approval of claims. The Board authorizes in advance of audit claims for public utility service, accounts that offer a discount, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit, and the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows. All in favor – aye. Motion passed.**

Authorized Attendance at Conferences and Meetings

RESOLVED, that authorization is given for travel to:

- (a) The Mayor, Trustees, Clerk/Treasurer, Deputy Clerk/Treasurer and Attorney for the Village for attendance at Annual Meetings and training sessions of the New York State Conference of Mayors and other Municipal Officials organizations;
- (b) The Fire Chief, and one (1) assistant Fire Chief or other officer of the Department, for attendance at the annual conference of New York State Fire Chiefs;
- (c) The Code Enforcement Officer, for attendance at approved training opportunities to obtain annual credits to maintain certification; and
- (d) The DPW Working Supervisor, for attendance at training opportunities for the public works department and for maintaining the Class D license for water certification.

RESOLVED, that attendees be reimbursed by the Village for regular and reasonable budgeted expenses incurred by their attendance at the above functions pursuant to Section 77-b of the General Municipal Law of the State of New York, or as provided for by resolution of the Board of Trustees.

**ADJOURNMENT: A motion was made by Mayor Pat Dewey and seconded by Trustee Dennison to adjourn the meeting. All in favor – aye. Motion passed.**

**Respectfully Submitted,**

*JoAnn Bielkiewicz*

**Recording Secretary**