

Present: Mayor: William Peeler  
 Trustees: Walter Boyd  
 Timothy Healey  
 Lynn Dumar  
 Robert Galusha  
 Attorney: Hon. Michael M. Albanese @ 6:34 p.m.  
 Clerk-Treasurer: JoAnn Downing  
 Street & Water Commissioner: Christopher Weaver  
 Historian: Bev Guiffre  
 Fire Chief: Don Wagoner  
 Others: Sal Riggi, David Stone, Tim Wilday, Pat Brookings, Deb and Dave Gibson (Evergreen Cemetery caretakers);  
 John Duchessi of TGW

All financial reports, minutes, written Clerk-Treasurer report distributed in Board packet of materials. Street-Water Commissioner, Water Plant Operator report and Fire Chief reports distributed at the beginning of the meeting.

**Call to Order 6:31 pm, flag salute led by Mayor Peeler.**

**Public Comments (New Business): Pat Brookings** spoke for a non-profit agency she represents regarding the property at 19 Cemetery St (Jaffe farm) to be used as **transitional housing for women with children**. They felt this was an ideal location for their needs. The Main House would be used for staff and contain classrooms and kitchen/dining area; daycare facilities and residential units would be built. The clients would be non-violent in nature and consist of 4-8 families; stays would last from 30 days to 6 months or possibly 2 years.

Attorney Albanese arrived at this time and an **executive session** was called at 6:40 pm on motion by Trustee Boyd, second by Trustee Galusha with all in favor to discuss contract negotiations/litigation.

A motion to close the executive session was made at 7:01 pm on motion by Trustee Dumar, second by Trustee Healey with all in favor.

**Public comments continued: Dave Gibson** had some questions on the installation of water meter to measure usage at the **Evergreen Cemetery, currently unmetered**. Mayor Peeler explained that on advice of NYCOM attorneys, the village must not allow free water usage. Currently there are two lines that supply water to the cemetery. Dave agreed to allow meter installation and would cooperate by trying to enjoin both lines so that only one account would be created to monitor usage. Note: the caretaker's house has been metered for a long time. **Sal Riggi** spoke on unmowed grass at village properties, increase in vandalism, and his termination as a fire department member.

**John Duchessi:** Short presentation on available **grant opportunities** and described his company's approach to same.

**Trustee reports: Personnel** (L Dumar) interviews were conducted for deputy clerk treasurer and general laborer. Trustee Dumar also asked to have **Trustee Boyd continue to be in charge of scheduling of use of the park**, on motion by Trustee Healey, second by Trustee Dumar with all in favor.

**Mayor report: Waterfront:** fencing quote obtained –about \$23,000.00 installed. He will discuss this with Doug Greene as well as the amount estimated for bathroom construction (\$200,000); working with Tioga Construction on in kind services for use of the park and they could help with landscaping and pads for picnic tables, ground leveling, and general readying for pavement.

**Parking at the park:** Fire Department members will no longer collect parking fees each race night with a few exceptions; notice to public about availability to work the parking lot and signage needed.

**Broadway creek:** Parakeva was hired to trench out from underneath library toward the church. County engineers are to look at the creek for short term mitigation plans from the Town of Mohawk property up to Mancini's. The County is looking into a FEMA mitigation grant to see if this can be covered; an updated status on the matter is needed.

**Nonprofit shelter:** While in favor of the idea proposed by this non-profit organization Mayor Peeler withheld supporting this project due to the percentage of untaxed properties already in the village unless some sort of lease agreement with this organization is reached to ensure continued taxes are levied to the parcel.

**Joint Sewer Board:** Meeting with Chairman was held; waiting for documentation of FY 2012-2013 budget numbers; verbally informed of revenues needed of \$300,000.00; **an offer was made** on settlement of FY 2011-2012 as follows: 50%-50% split for FY 2012-2013 and FY 2013-2014 and Village of Fonda to pay additional \$30,000.00 for this fiscal year. (Note: this would make the percentage for Fonda for FY 2011-2012 = 60%, Fultonville=\$40%. Short discussion was held.

**Resolution offered by Mayor Peeler, second by Trustee Galusha: The Village of Fonda** agrees to pay \$30,000.00 with the attached conditions: 1). Oct 2011 and April 2012 water rents to be paid in full. 2) full reimbursement of the cost of the new water

meter \$3292.00 is received and 3) FY2012-2013 split 50-50 share of \$300,000.00 with possible option to extend the 50-50 split for FY 2013-2014 depending on full accurate meter flows are recorded.

	Absent	Aye	Nay
Mayor William Peeler		X	
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

**Police Action Request Form:** formulated by Mayor Peeler, as reviewed by Attorney Albanese, permission granted for its use to address complaints by residents per **resolution offered by Mayor Peeler, second by Trustee Galusha**

	Absent	Aye	Nay
Mayor William Peeler		X	
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

Note:Pat Brookings left the meeting at this time (7:45 p.m.)

**Clerk-Treasurer report:** attached- 1<sup>st</sup> quarter 2012 sales tax received from County Treasurer

**Transfers requested as follows:** Motion to approve by Trustee Dumar, second by Trustee Healey with all in favor

General Fund:to A1410.402 Clerk C/E +105.00 From:Contingent -405.00  
 A1620.403 Buildings-phones +300.00  
 Water Fund: to FX8340.202 water meters +82500.00 From: FX8310.1 engineer ps -9250.00  
                     FX8330.404 C/E misc + 500.00  
                     FX8340.402 C/E misc + 500.00  
 Sewer Fund:to G8130.401 plant O\*M +13537.00 from: Revenues: Sewer Rents G2120. +13537.00  
                     G8130.402 sewers c/e +809.00 Expense: G9750.7 interest on debt -809.00

**Purchase reqests by use of a purchase order** form suggested by Clerk Downing. Motion made by Trustee Dumar, second by Trustee Boyd to require all employees fill out a purchase order form for items totaling \$250.00 or more, and reviewed for approval or rejection by Mayor Peeler; all voting in favor.

**Street and Water Commissioner Report:** written, attached- **Installation of water meters:** Mayor Peeler restated the need for all water users to be metered. To date 6 meters have been installed or repaired of the 26 accounts with no accountable water usage. **Village Wide Cleanup:** re-evaluation is needed next time with additional conditions to be instituted **New Hire:** interviews conducted and position. Ron Kasza will start Monday, May 21<sup>st</sup>. **Paint for hydrants:** not yet purchased **Sale of sewer jet:** Motion by Mayor Peeler, second by Trustee Galusha to offer the sewer jet for sale to the public in "as is" condition with minimum bid to be determined by Street and Water Commissioner Weaver; and vehicle placed at the Recreation Park with information. Short discussion held on method to clean sidewalks since sewer jet was used for this purpose. Several options were considered. It was agreed that this would fit with training of Fire Department members on hydrant use . **2 drainage problems** investigated on E Main Street; neither one involved village infrastructure.

**Building and Fire Code Officer Report:** not available **Suggestion to increase permit fees** and also **reduce time limit for demolition projects.** The permit expiration change would require an amendment to the Local Law #1-2008 Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code. Committee will review the law for any additional changes to include with this amendment.

**RFP for Grant Writer and Administration and RFP for Architect Planning of Village Facility:**

Village of Fonda Bidders Sheet-RFP Grant Writers May 2012				
No.	Distributed to	Address	Contact Name & Phone	Bid
1	TGW Consultants	2395 Riv erfront Center, Amsterdam	J Duchessi-842-4680	
2	CT Male	50 Century Hill Drive, Latham	Richard Harris 786-7400	
Village of Fonda Bidders Sheet-RFP Plan & Design Building Improvements May 2012				
1	Loucks/Franko	2390 Western Ave Guilderland	Frederick Franko-332-4456	
2	Stracher Roth Gilmore	143 Jay St Schenectady	374-9412	
3	Clark Patterson Lee	30 Century Hill Drive, Latham		
4	CT Male	50 Century Hill Drive, Latham	786-7400	
5	Crawford & Associates	551 Warren St, Hudson NY	828-2700	

All proposals will be examined; The RFP for Plan and Design was tabled. Note: J Duchessi left the meeting 8:40 p.m.

**Fire Chief Report:** written, attached-

- Inventory Requested by Board of all Assets within the Fire Department-not yet completed
- Joint report of preparation of sand bags and plan to disperse sand bags during flooding disaster-as of now, 315 empty bags are in house; Mayor stated the need for this total to be around 1000 and instructed to order additional bags
- Status of replacement of tires to fire vehicles: the purchase of 4 tires for the Ford Explorer at Adirondack Express for \$422.00 total to be invoiced after June 1, 2012 approved on motion by Trustee Healey, second by Trustee Boyd. Motion to approve 6 tires for Truck 5 at Warren Tire for a price not to exceed \$2600.00, invoice date after June 1, 2012 by Mayor Peeler, second by Trustee Galusha
- Supporting information/documentation for required annual inspections of equipment previously provided to the board as required inspections; noted
- New member: Chester Bujonowski approved on motion by Trustee Boyd, second by Trustee Galusha with all in favor
- Truck repairs: estimates needed and present to Mayor for approval

**Water Plant Operator Report:** written, attached. Noted extremely high water production. Mayor Peeler stated all project cost estimates that have been obtained for needed equipment at the water plant are to be summarized and categorized by requirements. Street and Water Commissioner Weaver said it was possible to install a post production/pre delivery meter to help in determining unaccounted water

Note: Mayor Peeler left the meeting for a short time (6 minutes) and asked Deputy Mayor Galusha to continue meeting.

**Minutes** from April Meeting: Motion to approve April minutes as written, on motion by Trustee Dumar, second by Trustee Healey, with all in favor.

Motion to approve Annual Organizational Meeting minutes as written with addition of Walter Boyd to the Home and Community Committee on motion by Trustee Boyd, second by Mayor Peeler with all in favor.

**New Business • Resolution to change current brush and limb removal to Monday through Friday,** to include Residents requirements in size of brush/limbs and placement by 6AM Weekdays. Residents to notify Clerk, whenever possible, the need for removal the prior day to requested pickup on motion by Trustee Boyd, second by Trustee Dumar

	Absent	Aye	Nay
Mayor William Peeler		X	
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

- Resolution in support of plan provided by the Mayor to mitigate the proposed CSX Rail Crossing by Trustee Galusha, second by Trustee Healey

	Absent	Aye	Nay
Mayor William Peeler			
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

• **Resolution to approve June 1, 2012 wages as follows:**

WHEREAS it is necessary to publicly acknowledge wage rates for the fiscal year beginning June 1, 2012

AND WHEREAS wage rates and salaries are scheduled to change on that date

NOW THEREFORE the following wages and salaries are approved:

C Weaver \$42000.00 annual; +2% on 1 year anniversary 11/14/2012;

J Downing: \$26927.00 annual;

C Peterson: \$13.00/hr(+\$.50/hr upon completion of Class D licensing);

R Kasza: \$12.00/hr.;

C Ashbey \$16.28/hr-limited to 20 hours per week, additional hours to be approved by C Weaver;

R Peeler; \$10.50/hr.;

M Carney \$3,600.00 annual-paid quarterly;  
 Trustees \$3,000.00 annual-paid quarterly; (Note Trustee Dumar paid semi-annually by choice)  
 Mayor \$5,500.00 paid quarterly;  
 B Pavlus \$11.00/hr as needed;  
 D Gray \$10.00/hr as needed

On motion by Trustee Boyd, second by Trustee Healey

	Absent	Aye	Nay
Mayor William Peeler		X	
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

- **Resolution to approve Time Clock Policy**, tabled from Annual Organizational Meeting, on motion by Trustee Dumar, second by Trustee Galusha as follows

TIME CLOCK POLICY  
 (To be made part of the Village Employee Policy Handbook)

ALL FULL TIME Employees for the Village of Fonda are required to adhere to the following time clock procedures:

1. Swipe in at the beginning of the work day/shift and swipe out at the end of the assigned work day/shift
2. Swipe out at the beginning of your lunch period and swipe in at the end of your lunch period.
3. It will not be necessary to swipe in and out for the morning and afternoon breaks
4. Employees should swipe in and out at the back entrance of the Village Office
5. Should you forget to swipe in or out, you are REQUIRED to notify your immediate supervisor as soon as possible.
6. The immediate supervisor, upon being informed of such an occurrence, is to immediately inform the Mayor by calling, (leave message if necessary) and by memorandum or email to the Village Clerk
7. Failure to swipe in or out and failure to notify your immediate supervisor more than once in a continuous three (3) month period will result in disciplinary action being taken.
8. Continuous failure to swipe in or out, even if the immediate supervisor is notified, may be considered abuse of this policy and will result in disciplinary action being taken
9. Swipe in and swipe out is required for regularly scheduled work time and emergency call out.
  - ◆ When called out for an emergency: The employee should swipe in and out as they do for a normal work day as soon as you arrive at the Village Office; and punch out when you have completed your duties
10. The TimeKeeper shall be the Village Clerk-Treasurer and will follow the NYS Labor laws pertaining to the Seven (7) Minute Rule when computing an employee's time. DO NOT punch in more than seven (7) minutes prior to the start of your shift UNLESS you are called in for an emergency. You will be docked 15 minutes if you punch in more than seven (7) minutes past the start of your shift. After you are late more than fifteen (15) minutes, you will be docked accordingly. IF YOU ARE LATE FOR ANY REASON, you are to notify your supervisor immediately.

	Absent	Aye	Nay
Mayor William Peeler			
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

- **Resolution to approve purchase of 2012 ¾ Ton Pick Up Truck** on motion by Mayor Peeler, second by Trustee Dumar as written:

WHEREAS, the Village wishes to begin a rotation of Village owned vehicles currently outside of the manufacturer warranty period to reduce maintenance cost of vehicles

WHEREAS, the Village currently owns three vehicles, two pickup trucks and one small dump truck all of which are outside the

manufacturers warranty period

WHEREAS, the Village could additionally reduce cost of ownership of the vehicles through a five year rotation of all vehicles  
 MOTION is made that the Mayor be authorized to place out for bid the purchase of a 2012 ¾ ton pickup truck with 4 wheel drive

1. Per Village policy that a quote be received for a minimum of three prespective dealers provided to the Clerk
2. That award be authorized to the dealer with lowest quoted price based on direct quote or State Contract pricing
3. That the oldest of the two pickup trucks be sold through private display and sale by the Village based on the current Blue Book value of the vehicle
4. That the used vehicle be sold to the highest offer given within the next 60 days
5. That the maximum expenditure authorized by \$27,000.00
6. That the cost of the vehicle be paid from the remaining budget of the 2011-2012 budget year

Discussion was held on inclusion of plow with the sale of the oldest vehicle to be offered. It was noted that the new truck specs cited above did not include a removable plow and this purchase will be considered at a later date.

	Absent	Aye	Nay
Mayor William Peeler		X	
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

- **Resolution to approve expenditure Heating and Cooling System** Village Offices on motion by Mayor Peeler, second by Trustee Galusha as follows

WHEREAS the Village wishes to improve the efficiency of the current heating and cooling system and  
 WHEREAS the current efficiency of the boiler system for the Village is estimated at approximately 65% with unknown efficiency rating for the cooling system and

WHEREAS the Village is required to obtain three proposed pricing quotes per Village rules

MOTION is made that the Mayor be authorized to place out for bid the heating and cooling system for the first and second floor areas of the offices in two separate units: heating and cooling for the first floor and heating and cooling for the second floor, further

1. The maximum expenditure does not exceed \$16,000.00 for the complete installation for the furnace and roof mounted cooling systems, to include all new duct work for both floors
2. That the requirements for these systems be at the minimum of 95% efficient according to national standards and manufacturer specifications
3. The contract is awarded to the lowest quote received based on similar or same equipment
4. That all quotes be received by the Clerk within seven days of request
5. Installation of the system begin within two weeks of the approved quote
6. All copper recovered from the old system be removed and processed at the scrap yard with proceeds returned to the Village

	Absent	Aye	Nay
Mayor William Peeler		X	
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

- **Resolution Authorizing Purchase of Rubbish Removal Truck** on motion by Mayor Peeler, second by Trustee Boyd as follows:

WHEREAS the Village currently contracts to outside resources the removal of waste for residential and commercial pickup at the rate of ~~\$19~~ \$16.50 per property and

WHEREAS the Village may reduce cost to the Village in the amount of approximately \$20,000 annually through the purchase of its own hauler through bid and/or state contract

WHEREAS the Village may enhance its ability to service the residents and taxpayers through in house service of rubbish removal

MOTION is made that the Mayor be authorized to purchase through lowest bidder of state contract holder a rubbish hauler capable of handling the current volume of waste removed from curbside pickup and further

1. The Mayor with DPW Commissioner Weaver investigate additional changes to the current system of recycling pickup vs drop off services for the residents
2. The expenditure for the rubbish hauler be at a maximum cost of \$175,000.00 with \$100,000.00 allowed for purchase from the remaining available fund balance of the general fund with the remainder allocated through a Bank loan and
3. The expenditure of \$3,000.00 be allowed for the purchase of new trash cans based on current contracted pickups

	Absent	Aye	Nay
Mayor William Peeler		X	
Trustee Walter Boyd		X	
Trustee Lynn Dumar		X	
Trustee Timothy F Healey		X	
Trustee Robert Galusha		X	

**Audit of Bills: insurance and preapproved;** motion by Trustee Dumar, second by Trustee Boyd with all in favor  
 general      water      sewer      total

MVP reg	718.03	718.04	552.33		1988.40
MVP GOLD	357.08				357.08
Hess	238.30				238.30
NatGr	466.89	1855.08			2321.97
5/4 Pay #25	2307.73	2005.85	138.92		4452.50

**Audit of Monthly Bills:** approved on motion by Trustee Dumar, second by Trustee Boyd with all in favor  
 general      water      sewer      total

Ab #12	34872.52	19317.87			54190.39
--------	----------	----------	--	--	----------

**Approval for payment of postage and utilities in advance of regular audit of monthly bills.** All other vouchers to be considered for payment must be received in the Village Office by the first Wednesday of each month. Approval of abstract of bills as presented in summary form at each monthly meeting will be by single signature of each board member at the bottom of the last page. All questions will be addressed completely before signing the abstract. Any exceptions shall be noted and signed by the opposing board member; on motion by Trustee Boyd, second by Trustee Dumar with all in favor. This action was previously omitted from the annual organizational meeting procedures as an oversight only.

Payment of invoice #5883 from 1<sup>st</sup> On Scene for bailout units: Motion by Mayor Peeler, second by Trustee Dumar with all in favor to pay \$2100.00, not the total on the invoice of \$4090.00 and investigation will continue on the difference in price quote that was referenced when this purchase was initially approved

Payment of invoice from 1<sup>st</sup> On Scene for 2 helmets at \$200.00, total \$400.00 on motion by Mayor Peeler, second by Trustee Galusha with all in favor.

**Next Meeting: Monday June 11, 6:30 pm**

**Motion to adjourn** at 10:25 pm by Trustee Dumar, second by Trustee Boyd with all in favor.

Respectfully submitted,

JoAnn Downing  
 Clerk-Treasurer