

**PROCEEDINGS OF A REGULAR MEETING  
OF THE VILLAGE BOARD OF TRUSTEES**

February 27, 2024, at 5:30 PM

**PRESENT:**

**Mayor:** Alysa Plummer  
**Trustees:** Lili Lanphear  
Justin Leitgeb  
David Marshall  
Lisa Cove  
**Village Attorney:** Jeffery Turner  
**Village Clerk:** Dorothea M. Ciccarelli

**CALL TO ORDER**

**Motion by Mayor Plummer and seconded by Trustee Cove to call the meeting to order.**

**Vote:** Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**CONFLICTS OF INTEREST DISCLOSURE**

Mayor Plummer asked the board if they had anything to disclose. The members stated they did not have any conflict of interest.

**GUIDELINES FOR PUBLIC COMMENT**

Mayor Plummer asked the Village Clerk to read an overview of the open meeting compliance certification.

**PUBLIC COMMENT**

Mayor Plummer asked if there were any public comments. The Village Clerk stated there were none.

**BUILDING INSPECTOR REPORT**

The Building Inspector’s report was presented to the board. Building Inspector Lauth clarified how the clean energy grant program works, stressing that they were non-matching grants but that there was a stringent timeline that must be followed to take advantage of the opportunities for funds. Trustee Lanphear asked for clarification on private property being used in the benchmarking. Building Inspector Lauth stated that the village would only use the village hall and the DPW building and that there would be no privately held buildings.

**TREASURER’S REPORT**

The Village Clerk presented the vouchers listed in Abstract #20 of the 2023/2024 fiscal year for approval.

**Vouchers for approval Abstract #20**

• General Fund (#499-#521):	\$ 52,342.67
• Sewer Fund (#504):	\$ 2,280.25
	<hr/>
	\$ 54,622.92

**Motion by Trustee Lanphear, seconded by Trustee Leitgeb, to approve bill pay as presented.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

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**Motion by Trustee Marshall, seconded by Trustee Leitgeb, to approve the January 2024 financials as presented and the transfers.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

Village Clerk then presented Buncschuh’s Greenhouse's bid for the flower baskets to the board, which was \$5,099.

**Motion by Trustee Lanphear, seconded by Trustee Cove, to approve the bid from Buncschuh’s for the 2024 growing season.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**DISCUSSION ON THE ARBORETUM**

Mr. Jim Weick presented a statement from the Friends of the Arboretum.

He was instructed to present the list of requests in writing to the village clerk so the board could review them and add them to the next meeting’s agenda.

Robert Corby, 7 Washington Avenue, stated that the Friends of the Arboretum wanted to plant more native species this year to create a visual break/wooded area that would prevent people from wandering out of the Arboretum and into the DPW.

Trustee Leitgeb and Trustee Cove thanked the Friends of the Arboretum for all their work.

**MULTI-YEAR FINANCIAL AND CAPITAL PLAN**

The board was happy with the template that had been created. Trustee Marshall asked that before Donegan Associates were called in to facilitate the creation of the Multi-Year Capital Plan, the board and the department heads thoroughly discuss and decide on the hierarchy of future projects. Village Clerk had only wanted to present the template to Donegan to receive feedback on structure, not subject. Trustee Marshall did not want to wait for Donegan’s input before moving forward with the plan to avoid further delay in its creation.

The board also decided to receive the GPI presentation after the next budget meeting.

**REVIEW OF PROPOSED RESERVE RESOLUTIONS**

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the Sewer Fund Equipment and Vehicle Repair Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the General Fund Equipment and Vehicle Repair Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the Sewer Fund Equipment and Vehicle Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

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**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the General Fund Equipment and Vehicle Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the Sewer Fund Infrastructure Repair Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the General Fund Infrastructure Repair Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

Trustee Marshall and Mayor Plummer clarified that no Sewer Infrastructure Reserve Fund would be created because the village would only ever repair parts of the sewer at a time, never replacing the entire system at once.

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the General Fund Infrastructure Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the Sewer Fund Building Repair Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the General Fund Building Repair Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the Sewer Fund Building Replacement, Improvement and Alteration Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Motion by Trustee Marshall, seconded by Trustee Cove, to approve the creation of the General Fund Building Replacement, Improvement, and Alteration Reserve Fund.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**SOUTH AND WOOD STREET BONDING**

Mayor Plummer stated that a super majority would be needed to pass this agenda item.

Village Clerk clarified that passing this item only gives the board the ability to take out the bond; it does not mean that the board has to take out the bond. They would still have a bailout point in the future, and it would not commit the village to borrowing a certain amount.

Trustee Leitgeb expressed concern about not having a Long-Term Capital Plan in place before committing to taking on more debt. Mayor Plummer reiterated that this is just an approval to take out the bond, not a commitment.

**Motion by Trustee Cove, seconded by Mayor Plummer, to adopt the bond resolution.**

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**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – no, Cove – yes, Marshall – yes. *Motion passed.*

**REVIEW OF REFUSE DISTRICT RFP**

**Trustee Leitgeb motioned, seconded by Trustee Cove, to read the names and addresses of individuals writing in to address the board, whether they are residents or not, into the record and have the clerk amend the existing board procedures to reflect this change.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

The village clerk read a statement:

*Peg & Bill Rubley, village residents. My husband and I, Peg & Bill Rubley, cannot attend tonight's meeting. If there is a vote on the refuse project, please add our two yesses.*

Trustee Marshall stated that he was generally in favor of a refuse district. However, he would prefer that it wasn't done before the Long-Term Capital Plan was finalized.

**Motion by Trustee Cove, seconded by Trustee Lanphear, to move forward on the refuse district RFP.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – no, Cove – yes, Marshall – no. *Motion passed.*

Gabriel Diaz, village resident: *I think Lisa and the mayor make excellent points. Moving forward is not a permanent decision, and I don't understand the unnecessary obstruction by the dissenting trustees, who raised our taxes by almost 8% last year.*

Dave Wills, village resident, *I had a question about the refuse district as well. My name is David Wills, and I am a village resident. Dave Marshall brought up the point of part-time residents and residents that share totes, so the refuse district may not save them money. Does he have statistics regarding the proportion of residents that fall under these two categories versus full-time residents who pay for their collection individually, or are his comments anecdotal?*

**CONTINUATION OF PUBLIC HEARING 6 PM- PROPOSED LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT**

**Motion by Mayor Plummer, seconded by Trustee Leitgeb, to continue the hearing.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**Trustee Leitgeb motioned, seconded by Trustee Lanphear, to keep the public hearing open and continue it at 6 PM on March 12<sup>th</sup>, 2024.**

**Vote:** Mayor Plummer – no vote, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**REVIEW OF THE PROPOSED RENTAL REGISTRY LAW**

Building Inspector Lauth felt that he would only need 45 days to review permits for all the rentals.

Trustee Marshall wanted to make it clear to the public that residents can rent out their homes for a total of 15 calendar days in a year without a permit.

**Motion by Trustee Cove, seconded by Trustee Marshall, to send the Rental Registry Law to a public hearing on March 12<sup>th</sup>, 2024, at 6 PM.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

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Justin Vlietstra, village resident, *regarding the rental registry, can you improve the definition of rental property, so it involves renting. As written, hiring a babysitter or a dog sitter would require a registry, See Troy, New York definition, can you add applicant shall designate who is the contact for emergencies. Also, can you add requirements to multi-family dwellings to bring them up to code? For example, soundproofing between units. They should not be pre-existing, non-conforming forever.*

Building Inspector Lauth stated that these code inspections for rental permits only pertained to the safety of potential tenants so sound proofing could not be included.

**RESOLUTION FOR NEW YORK STATE AIM FUNDING**

**Trustee Cove motioned, seconded by Trustee Marshall, to pass the resolution for New York State AIM funding.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**MEMBER ITEMS**

Trustee Cove presented options for the planting at 4 Corners. Trustee Lanphear asked if the bench placement would change the organization of the plantings. Trustee Cove stated no, they would make slight adjustments to fill in the space. She also said that, on average, each planting would cost ~\$49 for a total of \$600. Mayor Plummer would also like to be aware of the historical character of the building when considering the plantings. She also thought the Boy Scouts might be interested in being involved in a community project.

Trustee Lanphear requested that the board set a date for a Short-Term Rental workshop. The board scheduled a lunch workshop meeting for Thursday, March 7th.

Trustee Marshall asked the village attorney if the village would want a land acquisition reserve. The suggestion was to wait for the future. The Village Clerk also pointed out that the building reserve already allows for land acquisition.

Trustee Marshall asked when it was the right time to bring up zoning and rezoning, specifically regarding the Traditional Downtown District. Village Attorney Turner suggested having an idea of what he wanted to accomplish for the district first so that specific language could be drafted.

Mayor Plummer wanted to consider grease trap cleaning reports for the village on the agenda for the next meeting.

**MINUTES**

**Motion by Trustee Cove, seconded by Trustee Leitgeb, to pass the Village Board regular meeting minutes for January 23, 2024.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**ADJOURNMENT**

**Motion by Mayor Plummer, seconded by Trustee Cove, to adjourn the meeting at 8:10 PM.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Trustee Leitgeb – yes, Trustee Cove – yes, Marshall – yes. *Motion passed.*

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Laura Donk, Recording Secretary