



The Annual Organizational Meeting and semi-monthly Meeting of the Board of Trustees of the Village of Menands was held on the 5th day of July 2022 in the Municipal Building, Menands, New York. Mayor Megan Grenier called the meeting to order at 5:00 P.M.

PRESENT:

Megan Grenier, Mayor
Diane Foley, Trustee
Seth H. Harris, Trustee
Timothy Lane, Trustee
Brian Marsh, Trustee
Don Handerman, Village Clerk
Ryan St. Gelais, Police Chief
Stephen Rehfuß, Village Attorney

Also attending: Bill Garvey, Nicholas Kalogridis

The mayor led the Pledge of Allegiance.

Mayor Grenier reappointed Trustee Seth Harris as Deputy Mayor to act as such in her place and stead during her absence or inability to act and is vested with all powers and may perform all the duties of the Mayor, pursuant to Section 4-400 of the Village Law.

Resolution Number 230001:

Mayor Grenier reappointed Stephen J. Rehfuß, Esquire as Village Attorney for the ensuing official year. In his absence, someone from The Rehfuß Law Firm shall act on his behalf.

Trustee Foley offered the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of Stephen J. Rehfuß, Esquire as Village Attorney for the ensuing official year be, and hereby is approved; and be it further

RESOLVED, that the legal services and proceedings for the issuance of bonds, abstracts of title, and any litigated matters shall be considered extra services, compensation for which shall be determined and audited by the Board of Trustees.

The resolution was duly seconded by Trustee Marsh.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230002:

Mayor Grenier reappointed Nicole Ognan as Deputy Clerk/Treasurer for the ensuing official year.

Trustee Marsh offered the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of Nicole Ognan as Deputy Clerk/Treasurer for the ensuing official year be, and hereby is approved, and be it further

The resolution was duly seconded by Trustee Lane.



ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230003:

Mayor Grenier reappointed William T. Smith, Jr. as Treasurer for the Village of Menands.

Trustee Lane offered the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of William T. Smith, Jr. as Village Treasurer for the ensuing official year be, and hereby is approved.

The resolution was duly seconded by Trustee Harris.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230004:

Mayor Grenier reappointed Christopher Flint as the Appeals Officer for Freedom of Information requests.

Trustee Marsh offered the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of Christopher Flint as the Appeals Officer for Freedom of Information request for the ensuing official year be, and hereby approved.

The resolution was duly seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230005:

Mayor Grenier reappointed Robert Becher as Associate Village Justice for the ensuing official year.

Trustee Harris offered the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of Robert Becher as Associate Village Justice for the ensuing official year be, and hereby approved.

The resolution was duly seconded by Trustee Marsh.



ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230006:

Mayor Grenier reappointed Kevin Miller to the Zoning Board of Appeals for a three-year term ending the 7th, day of July 2025.

Trustee Foley offered the following resolution and moved its adoption:

WHEREAS, the Zoning Board of Appeals of this Village was established by Local Law No. 1 of 1976, and

WHEREAS, this Board has approved the appointment of several members thereof, and

NOW, THEREFORE, be it

RESOLVED, that the reappointment by Mayor Grenier of Kevin Miller to the Zoning Board of Appeals of the Village of Menands be, and it hereby is, approved for the term ending July 7th, 2025, and be further

RESOLVED, that the Village Clerk be, and he hereby is, directed to notify the aforesaid citizen of his appointment.

The resolution was duly seconded by Trustee Marsh.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230007:

Mayor Grenier reappointed Danielle Freeman as an alternate to the Zoning Board of Appeals for a one-year term ending the 3rd, day of July 2023.

Trustee Marsh offered the following resolution and moved its adoption:

WHEREAS, the Zoning Board of Appeals of this Village was established by Local Law No. 1 of 1976, and

WHEREAS, this Board has approved the appointment of the several members thereof, and

NOW, THEREFORE, be it

RESOLVED, that the reappointment by Mayor Grenier of Danielle Freeman as alternate to the Zoning Board of Appeals of the Village of Menands be, and it hereby is, approved for the term ending the 3rd, day of July 2023, and be further

RESOLVED, that the Village Clerk be, and he hereby is, directed to notify the aforesaid citizen of her appointment.

The resolution was duly seconded by Trustee Lane.



ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230008:

Mayor Grenier reappointed John Bassett as Chairman of the Zoning Board of Appeals for the ensuing official year.

Trustee Lane offered the following resolution and moved its adoption:

WHEREAS, the Zoning Board of Appeals of this Village was established by Local Law No. 1 of 1976, and

WHEREAS, this Board has approved the appointment of several members thereof, and
THEREFORE, be it

RESOLVED, that the reappointment by Mayor Grenier of John Bassett as Chairman of the Zoning Board of Appeals of the Village of Menands be, and it hereby is, approved for a term ending July 3rd, 2023, and be it further

RESOLVED, that Donald Handerman the Village Clerk be, and he hereby is, directed to notify the aforesaid citizen of his appointment.

The resolution was duly seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230009:

Mayor Grenier reappointed Kevin Franklin as Historian of the Village of Menands for the ensuing official year.

Trustee Marsh offered the following resolution and moved its adoption:

RESOLVED, that the reappointment by Mayor Grenier of Kevin Franklin as Historian of the Village of Menands for the ensuing official year be, and hereby approved.

The resolution was duly seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230010:

Mayor Grenier reappointed Donald Handerman as Registrar and reappointed Cheryl Lyon as Deputy Registrar of Vital Statistics for the Village of Menands, for the ensuing official year.



Trustee Harris offered the following resolution and moved its adoption.

RESOLVED, that the reappointment by Mayor Grenier of Donald Handerhan as Registrar and reappointed Cheryl Lyon as Deputy Registrar of Vital Statistics for the Village of Menands be, and hereby is approved.

The resolution was duly seconded by Trustee Marsh.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230011:

Trustee Marsh offered the following resolution and moved its adoption:

WHEREAS, there is to be held during the coming official year

- a) New York State Conference of Mayors Annual Meeting and Training School;
- b) New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks;
- c) New York State Government Finance Officers Association Conference;
- d) New York Conference of Mayors Public Works Training School;
- e) American Water Works Association Conference (NYS Chapter);
- f) SAMPO (NYS Association of Municipal Purchasing Officials) School;
- g) NYS Magistrates Association Training School;
- h) NYS Municipal Clerks Training School
- i) And other conferences pertaining to the Chief of Police, Fire Chiefs, Building and Fire Inspectors;

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences, or schools benefits the municipality and that the expenses thereof shall be a Village charge;

NOW, THEREFORE, be it

RESOLVED, that the following officers and employees are hereby authorized to attend one or more of the above-mentioned conferences or schools; Mayor, Trustees, Executive Assistant to the Mayor, Village Attorney, Village Clerk, Village Treasurer, Deputy Clerk / Treasurer, Chief of Police, Foreman of Department of Public Works and Department of Public Works Employees as directed, Building and Fire Inspectors and Fire Chiefs, Court Clerks and be it further

RESOLVED, that this resolution shall take effect immediately.

The resolution was duly seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230012:

Trustee Lane offered the following resolution and moved its adoption:



RESOLVED, that Key Bank, NA of Albany, NY, and the Green County Commercial Bank; be and they hereby are, designated as the official depositories of the several funds of the Village of Menands for the ensuing official year; and be it further

RESOLVED, that the monies to be deposited in the fund known as the General Operating Fund of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the General Fund Savings of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Water Fund Savings of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Sewer Fund Savings of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Equipment Savings of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Fire Equipment Savings of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Park Improvement Funds of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Developer Escrow Account of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be further

RESOLVED, that the monies to be deposited in the fund known as the Vehicle Savings of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the State Asset Forfeiture Account of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Federal Asset Forfeiture Account of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Police Holding Account of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Men's Service Flag account of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the monies to be deposited in the fund known as the Payroll – Trust and Agency Account of the Village of Menands be deposited in Key Bank, N.A. of Albany, NY; and be it further

RESOLVED, that the Green County Commercial Bank as an authorized depository for Village Funds, when needed; and be it further

RESOLVED, that all checks and/or orders of withdrawal from the said depository on the aforesaid funds, with the exception of the Payroll – Trust and Agency Account, shall be signed by the Village Treasurer and either the Mayor or Deputy Mayor or, in the absence of Mayor or Deputy Mayor, by the Trustee designee by the mayor.

The resolution was duly seconded by Trustee Marsh.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |



Resolution Number 230013:

Trustee Foley offers the following resolution and moves its adoption:

WHEREAS, the Board may authorize reimbursement of automobile expenses to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

NOW, THEREFORE, be it

RESOLVED, that such reimbursement hereafter be made at the rate set forth by the IRS of 58.5 cents per mile to such personnel when they incur such expense unless otherwise negotiated in a collective bargaining agreement, and be it further

RESOLVED, that when properly authorized, the same be paid upon audit by the Board of Trustees.

The resolution was seconded by Trustee Marsh.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230014:

Trustee Harris offered the following resolution and moved its adoption:

RESOLVED, that the next Annual Organizational Meeting be held on Monday, July 3rd, 2023 at 6:00 P.M. in the Municipal Building at 250 Broadway, Menands, NY.

The resolution was duly seconded by Trustee Lane.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230015:

Trustee Foley offered the following resolution and moved its adoption:

RESOLVED, by the Board of Trustees of the Village of Menands that Records Retention and Disposition Schedule LGS-1, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and continuing legal minimum retention periods for local government records is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- Only those records will be disposed of that are described in Records Retention and Disposition Schedule LGS-1 after they have met the minimum periods described therein.
- Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value of merit retention beyond established legal minimum periods.

The resolution was duly seconded by Trustee Harris.



ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230016:

Trustee Lane offered, the following resolution and moved its adoption:

RESOLVED, that the regular meeting of the Board of Trustees of the Village of Menands shall be on the first and third Monday of each month during the ensuing official year, and in the event that the date of the regular meeting shall be a holiday, such meeting shall be held on the following day, and such meeting may be adjourned from time to time in the manner prescribed by law and shall be held at the Municipal Building in said Village at 6:00 P.M. or at such other place, or such other time as may hereafter be designated by the Board of Trustees.

The resolution was duly seconded by Trustee Marsh.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230017:

Trustee Marsh offers the following resolution and moves its adoption:

PROCUREMENT POLICY FOR THE VILLAGE OF MENANDS

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the competitive amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law; purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:



Estimated Amount of Purchase Contract
(Commodities, Equipment, or Goods)

Method

| | |
|--|---|
| \$1 - \$1,000 | At the discretion of the Department Head. |
| \$1,001 - \$3,000 | 2 Verbal quotations (documented) |
| \$3,001 - \$19,999 | 3 Written/fax quotations or written request for proposals |
| Estimated Amount of Public Works Projects, Contracts | Method |
| \$1 - \$1,000 | At the discretion of the Department Head. |
| \$1,001 - \$3,000 | 2 Verbal quotations (documented) |
| \$3,001 - \$5,000 | 2 Written/fax quotations or written request for proposals |
| \$5,001 - \$34,999 | 3 Written/fax quotations or written request for proposals |

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offer. This documentation will include an explanation of how the award will achieve savings or how the offer was not responsible. A determination that the offer is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Menands to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services is such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines; (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps, and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of the municipally-owned property; and computer software or programming services for customized programs, or services involved in the substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare the prices of used goods and a lower price may indicate an older product.



d. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. To ensure that this policy and budget are being implemented, Village Department heads are required to meet with the Village treasurer at least quarterly.

8. The Village Board hereby adopts, by resolution, and pursuant to GML 103(5) that for reasons of efficiency and economy, there is a need for standardization and upon adoption of a resolution for a particular type or kind of equipment, material or supplies, maybe not necessarily be awarded to the lowest responsible bidder.

9. It Will be reviewed annually.

The resolution was duly seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230018:

Trustee Harris offers the following resolution and moves its adoption:

A resolution authorizing payment in advance of audit for public utility services (i.e., electric, gas, water, sewer, and telephone services), postage, freight, and express charges, as authorized by Village Law § 5-524. Such claims shall be presented for audit at the next regular meeting, second by Trustee _____, a resolution authorizing the Treasurer to approve and pay the claims for public utility services, postage, freight, and express charges prior to the regular meeting they are presented for payment.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 230019:

Trustee Foley made a motion to approve the Menands Fire Department to use the Fire Apparatus for the following events:

- Santa Claus detail in the Village
- Little League Parade
- Halloween Parade
- Memorial Day Parades upon Board Approval
- Funeral Details upon Board Approval
- Training Classes
- St. Patrick’s Day upon Board Approval

The resolution was duly seconded by Trustee Marsh.



ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Mayor Grenier requested that the Board assign their liaison duties to the following:

Trustee Harris

BUILDING DEPARTMENT/CODE ENFORCEMENT
MS4

Trustee Foley

HISTORIAN
YOUTH
PARKS/BEAUTIFICATION

Trustee Marsh

POLICE DEPT.
DPW

Trustee Lane

FIRE DEPARTMENT
FIRE COMPANY

Mayor Grenier

COURT
SENIORS

The mayor stated that the following have agreed to continue in the following capacities:

| | |
|-------------------------------|--|
| Mayor Grenier & Trustee Marsh | Economic Development |
| Brianna Coughlin | Part Time Youth Program |
| Lyle Darmetko | Part Time Code Enforcement /Building Inspector |
| Diane MacFarland | Part-Time Gardner |
| Paul Reuss | MS-4 Officer |

The mayor advised the Trustees that the 97th Annual Picnic is scheduled for Wednesday, August 16th, 2023, (rain date Thursday, August, 17th).

Resolution Number 230020:

Trustee Harris made a motion to accept the minutes of the June 21st, 2021 Board Meeting, seconded by Trustee Lane.

ADOPTED:

| | | |
|----------------|--------|-----------|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | ABSTAINED |



Resolution Number 230021:

A motion was made by Trustee Foley to approve payment for the following, seconded by Trustee Marsh.

WARRANT # 3:

| | | |
|---------|----------|--------------|
| GENERAL | totaling | \$111,215.43 |
| WATER | totaling | \$ 1,315.57 |
| SEWER | totaling | \$ 3,064.80 |
| TOTALS | | \$115,595.80 |

PAYROLL #3: totaling \$ 89,610.57
(06/17/22-06/30/22)

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

The Treasurer requests that the Board authorize the Mayor to sign a Professional Service Agreement for Fiscal Advisors for the South End Water and Sewer Project with E.F.C.



This Financial Advisory Services Agreement ("Agreement"), entered into as of July __, 2022 ("Effective Date"), is between the Village of Menands, Albany County, New York ("Client") and Fiscal Advisors & Marketing, Inc. ("Fiscal Advisors") (collectively referred to herein as the "Parties").

Client agrees to hire Fiscal Advisors and Fiscal Advisors agrees to act as financial advisor to the Client to provide services relating to the issuance of Bond/Tax/Revenue Anticipation Notes, Serial Bonds, Refunding Serial Bonds, and other debt obligations (the "Securities"), along with services relating to New York State Environmental Facilities ("NYSEFC") Drinking Water State Revolving Fund ("DWSRF") and Clean Water State Revolving Fund ("CWSRF"), pursuant to the terms of this Agreement:

- 1. ISSUANCE DESCRIPTION.** Client intends to issue Securities from time to time during the term of this engagement (the "Issuance").
- 2. SCOPE OF SERVICES.** Client hires Fiscal Advisors to provide the services set forth in Appendix A attached hereto ("Services"). All services described in Appendix A are hereby incorporated by reference and the scope of Fiscal Advisor's engagement under the terms of this Agreement shall be solely limited to the Services. Client acknowledges that prior to the Effective Date that Fiscal Advisors has not provided any advice, recommendations or guidance with respect to the Issuance and that, to the extent any prior communications have occurred between Client and Fiscal Advisors relative to the Issuance, any such communications have been limited to communications involving general information relative to the Issuance.
- 3. COMPENSATION.** As compensation for the provisions of Services, Client hereby agrees to compensate Fiscal Advisors in accordance with Fiscal Advisors' Fee Schedule attached hereto as Appendix B ("Compensation"). Any modification to the fee schedule agreed to by the Parties in writing will become effective upon the date and time mutually agreed upon by the Parties.
- 4. TERM AND TERMINATION.** This Agreement shall be effective as of the Effective Date and shall remain in effect until terminated by either party upon (30) days written notice; provided, however, that in the event of termination of any such engagement, Fiscal Advisors reserves the right to receive a portion of Compensation based upon the services rendered under this Agreement up to and including the date of termination.
- 5. AGREEMENT TO PROVIDE INFORMATION.** Client agrees to provide Fiscal Advisors with factual not misleading information as shall be deemed necessary by Fiscal Advisors for the performance of Services, which shall include financial statements, budgets, and other relevant documents. Client further agrees to not intentionally omit any material information relevant to Fiscal Advisors' provision of Services or to provide any misleading information.
- 6. BILLING STATEMENT.** Client will receive an invoice upon the closing of the securities issuance which shall be due and payable within thirty (30) days of the invoice date.
- 7. OUT-OF-POCKET EXPENSES.** Fiscal Advisors will not charge for out-of-pocket expenses.
- 8. INDEMNITY.** Client hereby agrees to indemnify Fiscal Advisors and hold it harmless against any loss, liability, assessments, or expense (including reasonable attorneys' fees) incurred or assessed arising out of, or in connection with, Fiscal Advisors' acceptance, administration, or performance of its duties hereunder, except such as may arise from Fiscal Advisors' own bad faith, willful misconduct, or gross negligence, including the cost and expense of defending itself against any claim or liability in connection with the exercise or performance of any of its powers or duties under the terms of this Agreement.



9. **AMENDMENT.** This Agreement constitutes and expresses the entire agreement of the Parties with respect to the subject matter hereof, and all promises, undertakings, representations, agreements, understandings and arrangements, whether oral or written, with reference thereto are merged herein. No amendments to or alterations or variations of this Agreement shall be valid unless made in writing and signed by the Parties; provided, however, that changes to Appendix C – Disclosure of Conflicts of Interest may be provided by Fiscal Advisors in writing without the need for the Parties’ signature, and modifications or amendments to Appendix B – Fee Schedule or changes to or the provision of the fees for any particular transaction or issuance type may be provided by Fiscal Advisors in writing (which may be by email) without the need for the Parties’ signature. Fiscal Advisors agrees to promptly amend or supplement this Agreement to reflect any material changes or additions to this Agreement.

10. **HEADINGS.** The headings of the various sections in this Agreement are inserted for the convenience of the parties and shall not affect the meaning, construction or interpretation of this Agreement.

11. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of New York. Any suit or legal proceeding brought pursuant to, touching upon, relating to, or otherwise arising out of this Agreement or performance hereunder will be brought solely in the County of Onondaga, New York.

12. **DODD-FRANK COMPLIANCE.** Fiscal Advisors is a registered municipal advisor with both the SEC (#866-00478-00) and the MSRB (#K0191). The website address for the Municipal Securities Rulemaking Board is www.msrb.org, where you may find a municipal advisory client brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

13. **DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER INFORMATION.** Client acknowledges that it has received those disclosures set forth and contained within Appendix C attached hereto. Client further acknowledges that it has been given the opportunity to raise questions and discuss the foregoing matters with Fiscal Advisors and that it fully appreciates the nature of these conflicts and corresponding disclosures. Client hereby waives such conflicts and authorizes Fiscal Advisors to provide those services described herein. Client further agrees that in the event Fiscal Advisors shall provide any additional disclosures, that such disclosures may be provided to and acknowledged by Client’s Business Office Manager/Treasurer, or designated signatory.

14. **COUNTERPARTS.** This Agreement may be executed in any number of identical counterparts, via facsimile transmission or otherwise, each of which shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their respective duly authorized officers as of the date first written above.

**VILLAGE OF MENANDS,
ALBANY COUNTY, NEW YORK**

**FISCAL ADVISORS
& MARKETING, INC.**

By: _____

By: Jeanine Rodgers Caruso, CIPMA

Signature: _____

Signature: Jeanine Rodgers Caruso

Title: _____

Title: CEO, Municipal Advisor

Resolution Number 230022:

Trustee Marsh made a motion to approve the Mayor to sign the Professional Service Agreement for Fiscal Advisors for the South End Water and Sewer Project with E.F.C., second Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

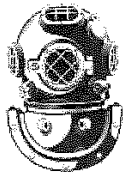
The Clerk led a discussion regarding having the Low Service Reservoir Inspected and Cleaned by Atlantic Underwater Services at a cost of \$6,800.00.



ESTIMATE

Atlantic Underwater Services
Inc.
PO Box 667
Lake Pleasant, NY 12108

tim@atlanticunderwaterservices.com
(516)548-3634
atlanticunderwaterservices.com



Village of Menands

Bill to
280 Broadway
Menands
NY
12204

Ship to
Village of Menands
280 Broadway
Menands, NY 12204

Estimate details
Estimate no. : 1177
Estimate date : 6/6/22

| Product or service | | Amount |
|-------------------------------|----------------------|------------|
| 1. ROV Inspection | | \$1,600.00 |
| Inspection Of Lower Reservoir | | |
| 2. ROV Tank Cleaning | 2 units x \$2,500.00 | \$5,000.00 |
| Tank cleaning by ROV | | |
| Total | | \$6,800.00 |

Note to customer
Thank you for your business.

Resolution Number 220023:

Trustee Lane made a motion to approve Atlantic Underwater Services Inspect and Clean the Low Service Reservoir at a cost of \$6,800.00, second by Trustee Marsh.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

The Clerk advised the Board the Village has been advised due to market conditions and increases from Chlor-Alkali suppliers Surpass Chemical has increased our cost of Chlorine from \$3.44 to \$3.69 per gallon.

Trustee Marsh advised the Board that he has received word from Albany County that the new boundary line will keep the Village all under one district except for a couple of streets. A discussion followed.

At 5:33 P.M. Trustee Marsh made a motion to enter into Executive Session to discuss a personnel matter, seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

The annual & semi-monthly Board Meeting reconvened at 6:00 P.M.



Resolution Number 220024:

Trustee Marsh made a motion to hire Police Officer Nicholas Orso as a full-time Police Officer starting at Step 3, seconded by Trustee Lane.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Resolution Number 220025:

Trustee Marsh made a motion to hire Police Officer Wally Lodin as a full-time Police Officer starting at Step 2, seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

Trustee Harris made a motion to adjourn, seconded by Trustee Foley.

ADOPTED:

| | | |
|----------------|--------|-----|
| Trustee Foley | voting | AYE |
| Trustee Harris | voting | AYE |
| Trustee Lane | voting | AYE |
| Trustee Marsh | voting | AYE |
| Mayor Grenier | voting | AYE |

The meeting was duly adjourned at 6:00 P.M.

Donald Handerhan
Village Clerk