



46 Saratoga Avenue  
South Glens Falls, New York 12803-1210  
Telephone (518) 793-1455 Fax (518) 793-3063

Public Meeting 7:00 PM  
July 01, 2026  
Mayor Joseph Orlow, Presiding

Pledge of Allegiance

Public Forum

1. Grant Projects Update

a. CDBG Baker Avenue

- i. CDBG Public Hearing July 15th 6:55pm
- ii. Special Meeting July 30 to declare lead agency status
- iii. Letters of Support

2. Transfers

a. 25-26

A -3120-0425-0000	A -3120-0420-0000	\$440.32	PD COMPUTER SUPPORT
A -1640-0418-0000	A -1640-0419-0000	\$55.04	DPW COMPUTER SUPPORT
i. FX-8310-0410-0000	FX-8310-0409-0000	\$27.52	WATER COMPUTER SUPPORT

b. 26-27

- i. G 1990.400                      G 8110.409                      \$1,100.00 Sewer Admin Computer Support
- FX 1990.400                      FX 8310.409                      \$1,100.00 Water Admin Computer Support

3. Motion to Approve the Bills and Payroll as Audited

- a. General - \$ 172,523.08
- b. Water - \$ 19,455.76
- c. Sewer - \$ 1,447.01
- d. Sewer Main- \$ 1,636.10
- e. Payroll -
  - i. 06/17/26 - \$27,340.65
  - ii. 06/24/26 - \$34,403.00

4. Water/Sewer Rate Analysis Additional Costs (close out)

- a. (25-26 FY) FX 8310.411 - \$6,218.15, G 1380.400 - \$1,827.05

5. Motion to approve the minutes for 04/08/26, 04/15/26, 06/17/26 and 06/26/26

6. Investment Options

- a. Resolution to invest in MuniTrust

7. Old Business

8. New Business

- a. Time Clock Policy for Non-Union Employees
- b. Fire Truck Annual Maintenance
- c. Village Board Meeting date change 07/15 to 07/22

9. Trustee Reports

10. Mayor's Report

11. Executive Session: PBA Negotiations, Pending Litigation

**APPROVAL TO SCHEDULE A PUBLIC HEARING  
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT APPLICATIONS  
BAKER AVENUE WATER AND SEWER LINE REPLACEMENTS**

WHEREAS, the Village of South Glens Falls has determined to pursue funding through the New York State Community Development Block Grant (CDBG) Program for the Baker Avenue Water and Sewer Line Replacement Projects; and

WHEREAS, Section 570.486(a)(1) of Title 24 of the Code of Federal Regulations (CFR), and the requirements of the Housing and Community Development Act of 1974, as amended, require citizen participation and reasonable opportunity for public comment regarding CDBG-funded activities; and

WHEREAS, the Village Board of Trustees desires to provide residents and interested parties with an opportunity to receive an update on the status of the Project and to provide comments prior to submission of the CDBG grant applications;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees of the Village of South Glens Falls hereby schedules a Public Hearing to be held on July 15, 2026, at 6:55 p.m., or as soon thereafter as the matter can be heard, at the Village Hall, South Glens Falls, New York; and

BE IT FURTHER RESOLVED, that the purpose of the Public Hearing shall be to:

Provide the public with a status update regarding the pursuit of Community Development Block Grant funding for the Baker Avenue Water and Sewer Line Replacement Projects;

Receive public comments regarding the Project prior to CDBG grant application submission; and

Ensure compliance with the citizen participation requirements of Section 570.486(a)(1) of the Code of Federal Regulations and the Housing and Community Development Act of 1974, as amended; and

BE IT FURTHER RESOLVED, that the Village Clerk is hereby authorized and directed to publish and post notice of said Public Hearing in accordance with applicable federal, state, and local requirements.

DULY ADOPTED by the Village Board of Trustees of the Village of South Glens Falls on this 1<sup>st</sup> day of July, 2026.

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Village Clerk Certification:



**Suozzo, Doty  
& Associates**  
PROFESSIONAL ENGINEERING, PLLC

Bolton Landing Office  
4607 Lake Shore Drive, Bolton Landing, NY 12814  
(518) 240-6293  
www.sdaplnc.com

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May 28, 2026

Claude Middleton  
Trustee  
Village of South Glens Falls  
46 Saratoga Avenue  
South Glens Falls, NY 12803  
Sent via email only: ([trusteemiddleton@sgfny.com](mailto:trusteemiddleton@sgfny.com))

**RE: Village of South Glens Falls – Water and Sewer Rate Analysis  
Professional Services Modification Proposal #1  
SDA Project No. 25-085**

Dear Trustee Middleton:

As the Village is aware, Suozzo, Doty & Associates Professional Engineering, PLLC (SDA PLLC) assisted the Village in evaluating Village water and sewer rates starting this fall and concluding this in February of this year. SDA's efforts included but were not limited to **significant efforts** in organizing/cleaning the available data set, developing several rate adjustment scenarios for both water and sewer rates, participating in meetings with Village staff/officials and **finally participating** in a public presentation for the project.

The original budget for this project was \$11,000, with services to be advanced on a time and materials basis. Our original agreement for the project (executed October 2, 2025) stated that the noted budget was an estimate only, since the full scope of the project was not fully known. In January we informed the Village that the original budget had been exhausted and that additional fee would be required to provide services through completion of the project. The project is indeed complete, and the total charges to date are \$19,045.20. As such, we respectfully request that the budget for this project be increased to \$19,045.20, **so that our office can provide the Village with our final invoice for the same (which is in the amount of \$8,045.20).**

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Women-Owned  
Business Enterprise



**CLOSING**

We thank you for the opportunity to provide service to the Village on this important project. If you find this professional services **modification** proposal acceptable, please authorize as appropriate and execute where indicated on the following page. This professional services **modification** proposal is considered an extension of the agreement executed on October 2, 2025 for this project. Thank you for your time and consideration of this matter. If you have any questions or if you need additional information, please feel free to call our office at (518) 240-6293.

Sincerely,

Sean M Doty, P.E., LEED AP, CPMSM  
Principal

**Authorized signature indicates acceptance of this professional services modification proposal described herein:**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

# Village of South Glens Falls

## AP Warrant

I certify that I have reviewed the warrant attached and you are hereby directed to pay each of the claimants in the amount shown.

**WARRANT DATE:**                     JULY 1, 2026                    

**GRAND TOTAL:**                     \$195,051.95                    

<b>BOARD OF TRUSTEES</b>	
Joseph Orlow, Mayor	
Timothy M. Carota, Trustee	
Claude Middleton, Trustee	
Keith Comstock, Trustee	
Zachary Baxter, Trustee	

I certify that I have reviewed the warrant attached and you are hereby directed to pay each of the claimants in the amount shown.

**WARRANT DATE:** JULY 1, 2026  
**GRAND TOTAL:** \$ 195,051.95

FUND	A
PO Number	PO Amount
26001291	910.9
26001318	178.79
26001326	45
26001327	2,879.50
26001328	29,500.00
26001332	825.6
27000035	276.04
27000036	1,650.00
27000038	119.69
27000039	32.99
27000040	59.95
27000041	99,356.83
27000042	115.78
27000044	30.24
27000045	62.73
27000047	108.05
27000048	150
27000049	55.04
27000050	0
27000051	136.1
27000052	100.8
27000054	150.24
27000055	153.73
27000056	210
27000057	28,339.74
27000058	4,171.44
27000059	458.57
27000060	191.78
27000061	12.8
27000062	22.7
27000064	204
27000067	180
27000068	838.05
27000072	996
<b>SUB TOTAL</b>	<b>172,523.08</b>

FUND	FX
PO Number	PO Amount
26000516	1,795.00
26001070	1,011.80
26001329	4,725.30
27000042	567.3
27000057	2,576.34
27000059	41.69
27000063	1,220.00
27000064	72
27000068	40.33
27000069	7,396.00
<b>Grand Total</b>	<b>19,445.76</b>

FUND	G
PO Number	PO Amount
27000057	1,288.17
27000059	20.84
27000064	138
<b>Grand Total</b>	<b>1,447.01</b>

FUND	HH
PO Number	PO Amount
26001330	1,636.10
<b>Grand Total</b>	<b>1,636.10</b>



Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
April 8, 2026  
Public Hearing for the Budget @ 6:30 PM

**Public Hearing for the Budget**  
MAYOR JOSEPH ORLOW PRESIDING  
Minutes

**Attendance:**

Mayor Orlow	Deputy Clerk Treasurer Lorie Gollhofer
Trustee Baxter	Superintendent Alan Dubois
Trustee Carota	Xavier DeRush
Trustee Comstock	Chris Rich
Trustee Middleton	Harry Gutheil
Tom Wade	Alex Portal
Cheryl Lawyer	Nick
R2D2	spend \$

The Mayor opened the meeting at 6:30 PM.

Pledge of Allegiance

**Public Hearing**

**Harry Gutheil - 21 Spring St:** had the following questions regarding the Budget:

1. **Computer Services Budget Lines & Subscriptions:** The Board explained that increases and decreases are primarily due to reallocating expenses between accounts. The new subscriptions and dues line includes software subscriptions and technology services. A detailed breakdown can be provided upon request.
2. **Records Management (Digitization & Scanner Purchase):** Mr. Gutheil noted possible use of State Archives (SARA) grant funding for records management. Trustee Middleton clarified that Clerk Treasurer Berg indicated the increase is needed for expenses not covered by grants, including document digitization and scanner purchase.
3. **Village Building & Vehicle Maintenance (Including Former Police Vehicle):** Trustee Middleton stated that the Building & Codes vehicle was inspected and still has significant useful service life remaining.
4. **DPW Repairs & Maintenance Budget Increase:** The Board reviewed an increase from approximately \$3,600 actual spending to \$5,500 proposed to reflect anticipated maintenance and repair needs.
5. **DPW Small Tools Budget (Utility/Water Truck Equipment) Increase:** The budget increased from \$2,000 to \$4,000 to properly outfit a newly acquired utility/water truck. Superintendent Dubois explained the truck requires its own dedicated tools rather than relying on shared shop equipment.
6. **Tax Assessment – Cell Tower Easement Transaction:** Trustee Baxter explained the expense is associated with filing the easement transfer and deed documentation for the cell tower



property, which is treated as a real property interest transaction.

7. **Police Department Building Repairs Increase:** The Board stated that Chief Gifford indicated the increase includes a proposal to replace the garage door at the police facility.
8. **Celebration Contractual Budget Reduction:** Trustee Middleton explained that the Village did not expend previously budgeted funds, resulting in a reduction.
9. **Planning & Zoning Contractual Adjustments:** Trustee Middleton stated the Baker Avenue project is on hold, reducing anticipated workload and contractual expenses.
10. **Water Fund Interest Earnings & Reserve Allocation:** Trustee Baxter stated the funds would be placed into a reserve account. Mr. Guthel questioned whether fund balances should instead offset water and sewer rates. He also noted concern that fund balances were not clearly reflected in the budget. Trustee Middleton stated that the Board still has time to make adjustments before adoption.
11. **Water & Sewer Revenue Projections (Metered Billing Impact) Accuracy:** The Board reviewed projections based on recent billing warrants. Concerns were raised that estimates may be low due to timing of data. The Board agreed that updated meter readings and seasonal usage trends should be reviewed before final budget adoption.
12. **Water Transmission & Rehabilitation Budget Increase:** The budget line increased from \$40,000 to \$90,000 to support future water infrastructure repair and rehabilitation needs.
13. **Creating Water Treatment & GAC Reserve Funds:** The Board discussed establishing reserves for water treatment plant improvements, including GAC filtration system costs and long-term infrastructure planning.
14. **Additional HRA Reserve Funding (Health Insurance) Needed:** The Board discussed adding approximately \$80,000 to cover known healthcare costs and an additional \$80,000 for unknown future expenses, bringing total reserve planning in line with potential exposure.
15. **Employee Health Insurance Reserve Planning Increase:** The Village is evaluating potential exposure under its health insurance plan, including contractual requirements and worst-case claim scenarios. Funds not used would remain in reserve.
16. **DPW Equipment, Vehicles & Asset Disposal Issues:** The Board discussed outfitting the new DPW truck, surplus equipment disposal, vehicle replacement planning (including police vehicles), and snow removal overtime due to staffing changes.
17. **Computer Services Budget Change:** Changes reflect internal reallocations. The subscriptions and dues line includes software and technology services. A full breakdown was requested by the Board.
18. **Engineering Grants & Project Planning:** The Village is pursuing grants for water infrastructure, records management, and parks. PER preparation costs (~\$5,000 per application) were discussed. Coordination with BNL Engineering and grant writers is ongoing.
19. **Grant Award – Fitness Facility (MVP):** The Village received an MVP grant for the fitness facility project, and coordination with grant representatives will continue.
20. **Tax Rate Increase or Decrease:** The projected tax rate is approximately \$3.925 per \$1,000 of assessed value, down from approximately \$3.99, due to increased assessed valuation despite a higher overall budget.
21. **Budget Timeline & Adoption Deadline:** The Board confirmed the budget must be adopted by the end of the month. Additional workshops may be held before final approval to allow further review and adjustments.

**Motion 040826-1 to end the Public Hearing for the Budget at 7:33 pm:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.



Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
April 15, 2026  
Regular Village Board Meeting @ 7:00 PM

**Regular Village Board Meeting**  
TRUSTEE TIMOTHY CAROTA PRESIDING  
Minutes

**Attendance:**

Trustee Carota	Clerk Treasurer Samantha Berg
Trustee Comstock	Superintendent Alan Dubois
Trustee Middleton	Xavier DeRush
Attorney Nikas	Berry Blot
Chris Rich	Cheryl Lawyer
Dan Collins	Robert Ulrich
Tim Pease	Heather Mabb
Jen Conroy	Reed Antis
TJ Wade	Kevin Gallagher
Eavesdropping	N. Bodkin
WTEN	

Absent: Mayor Orlow and Trustee Baxter

Trustee Carota opened the meeting at 7:00 PM.

Pledge of Allegiance

**Public Forum**

**Mark Ward - 44 Tamarac Dr:** concerns about stormwater entering the sanitary sewer system through sump pumps and other residential discharges. He noted that enforcement of existing regulations can be difficult and shared an example from Onondaga County, where a 2011 law required inspections of all properties by certified inspectors to identify improper connections to the sanitary sewer system. There was no fee associated with the program; property owners were simply required to disconnect sump pumps from the sanitary sewer system. He further explained that the requirement was implemented as part of compliance with an environmental consent order intended to reduce sewage overflows during rain events. In response to questions about alternatives for homeowners, he stated that sump pump discharges were redirected to yards, storm sewers, or other approved outlets, provided they were not connected to the sanitary sewer system. Attorney Nikas responded that the Village is considering a similar approach and agreed that reviewing an established program could provide a practical solution rather than creating a new system from scratch. It was noted that the Village already has an ordinance addressing illicit discharges, but enforcement has been challenging, and the issue has been largely overlooked over time.



Paula Gallagher – Larchwood Lane, added that the Village has been working on the issue for a long time without results, and wanted a timeline as the cost has been on everyone else. Trustee Carota responded that the reason this has come up is due to the water and sewer rate increase. Mr. Ward also commented that 38 residents do not have water meters. Trustee Carota responded that the water and sewer billing was going to be addressed in this meeting. Mr. Ward then brought up former Mayor Bodkins' note, and Trustee Carota and Trustee Middleton stated the Board would be addressing the rates at this meeting.

**Reed Antis - Village Historian:** asked if the Village would be affected by the new Election Law that changes the voting dates. Trustee Carota responded that he would research the matter and provide follow-up information.

**Heather Mabb - 12 Tamarac Drive:** expressed concerns regarding the accuracy of the Village's new water meter after observing a significant increase in winter water usage compared to summer usage, despite reduced seasonal water consumption. She stated that a plumber had inspected the property and found no leaks and asked whether the Village could assist with troubleshooting or verifying meter accuracy. She also inquired about the availability of irrigation meters, noting that some residents had reported not receiving notification about the program and that irrigation meters were reportedly backordered. Trustee Middleton explained that residents could perform a basic accuracy check by comparing the meter reading before and after using a measured quantity of water, such as filling a five-gallon bucket. Trustee Carota acknowledged that similar concerns had been raised by other residents and stated that the Village would investigate the reported increases in water usage and review the accuracy of the meters to determine whether there were any issues with the meters or other causes. In response to a question regarding the accuracy of the previous water meters, Clerk Treasurer Berg stated that the older meters were likely less accurate than the newly installed meters. Regarding irrigation meters, it was reported that supply delays had resulted in backorders. The Board advised that additional irrigation meters had been ordered and were expected to arrive within the next few weeks.

**TJ Wade – 29 Second Street** voiced concerns about the operation of motorized bicycles and similar vehicles on Village streets, sidewalks, and recreational trails. Board members and residents expressed concerns about excessive speeds, unsafe operation, lack of helmet use, and the potential for serious accidents involving pedestrians and motorists. Attorney Nikas discussed possible enforcement options, including applicable traffic and safety violations, and whether law enforcement has the authority to confiscate a vehicle as evidence when violations occur. He noted that questions remain regarding enforcement involving juveniles under the age of 16. He also discussed reviewing language used by neighboring municipalities regarding motorized bicycles and age restrictions to determine whether similar provisions could be considered by the Village. Additional concerns were raised regarding speeding by motorized bicycles, motorcycles, and other vehicles along Harrison Avenue, particularly from River Street to the top of the hill. TJ Wade, 29 Second St, reported vehicles traveling at excessive speeds, noise from modified exhaust systems, and motorized bicycles operating on sidewalks, through parks, and across private property. Trustee Middleton advised that the Village has been actively addressing traffic concerns on Harrison Avenue and noted



that the Village's engineering consultant had completed a traffic study. The findings were presented to the Board, and approval had been received for the installation of a four-way stop at the intersection of Harrison Avenue and Main Street, along with additional traffic-calming measures. It was noted that traffic control changes must be based on engineering recommendations and follow the required approval process. Trustee Carota stated that the matter would be discussed further with the Police Chief and that additional information regarding enforcement options and applicable laws would be presented at a future Board meeting. He also acknowledged concerns regarding the operation of dirt bikes on Village trails and agreed to include those issues in its discussions with the Police Chief. Trustee Carota concluded by encouraging residents to continue reporting safety concerns and stated the Village's commitment to working toward solutions to improve public safety.

**Motion 041526-1 to cancel the 04/01/26 Water Sewer Billing from the new rate schedule (Water \$125.00 / Sewer \$215.00 with water meter readings) and then reissue at the past flat rate schedule (Water \$125.00 / Sewer \$110.00 covering 10/01/25 - 03/30/26). Revisit the protocol so the taxpayer is not charged with water usage prior to the motion changing the rates, issue a credit for those who have paid, and send out new bills for those who have not:** Trustee Carota motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** Trustee Middleton discussed errors identified in the recent water and sewer billing process. He explained that, following consultation with legal counsel, the Village could not apply newly adopted water and sewer rates retroactively to services provided prior to the effective date of the rate change. It was further noted that the corrective action would not require rescinding the previously adopted rate resolution. The Board announced its intent to correct the billing errors by issuing revised bills for the affected billing cycle. Residents were advised that previously issued bills would be voided and recalculated using the previously established flat water and sewer rates for that billing period. It was further explained that any related sewer charges affected by the billing error would also be corrected. To facilitate the rebilling process, he requested that residents refrain from making payments on the current bills. The online payment system had been disabled, and the Village would temporarily suspend acceptance of payments until corrected bills were issued. Trustee Middleton acknowledged that the rebilling process would place a significant workload on the Clerk Treasurer's office and asked residents for their patience while staff completed the necessary corrections. The Board clarified that, for the corrected billing period, both water and sewer charges would be billed using the previous flat rate schedule. Beginning with the current billing cycle, water service would continue to be billed at the existing flat rate, while sewer charges would be calculated using the newly adopted sewer rate structure, including applicable usage charges above the established base allowance. The Board also noted the importance of irrigation meters in ensuring outdoor water usage is not included in sewer usage calculations. Resident asked whether future bills would again be based on actual meter readings. Trustee Middleton responded that a determination had not yet been made and that, at the present time, billing would continue using the flat-rate method while the matter remained under review.



Kevin Gallagher, 9 Larchwood Ln, addressed the procedure for unpaid water and sewer charges that may ultimately be levied on the property tax roll. The Board indicated that the Clerk Treasurer would coordinate with the County regarding any required notifications.

**Clerk Treasurer Berg exited the meeting.**

1. **Motion 041526-2 for a Special Meeting and Budget Workshop on 04/22/26 6:00 pm with a special Executive Session for Grievance and PBA Negotiations:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** Trustee Carota discussed the proposed budget, specifically the projected water and sewer revenues. It was noted that the anticipated sewer revenue had increased, while the projected water revenue remained consistent with the prior year's budget. Board members observed that the tentative budget reflected revenue figures from the previous fiscal year and did not incorporate the anticipated revenue associated with the recently revised water and sewer billing. It was stated that this would simplify the current budget review process because the revenue estimates were consistent with the prior year's projections and would minimize the need for additional adjustments. The Board discussed making the necessary revisions to the budget as updated revenue information becomes available and noted that the budget could be amended, if necessary, following its adoption to reflect actual revenue projections.

2. **Grant Projects Update**
  - a. **CDBG Disbursement #2 - \$20,201.55**

**Discussion:** None

3. **Motion 041526-3 to approve Transfers (\$25,536.03):** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** None

A -1640-0403-000	A -1640-0402-000	\$1,500.00	DPW HEAT/LIGHTS
A -1640-0406-0000	A -1640-0407-0000	\$200.00	DPW REPAIRS/MAINTEN
FX-8310-0405-0000	FX-8310-0400-0000	\$200.00	WATER ADMIN BILLING EXP
G -8110-0404-0000	G -8110-0404-0000	\$60.00	ADMIN BILLING EXP
G -8130-0100-0000	G -8130-0101-0000	\$1,500.00	SEWAGE DISPOSAL OVERTIME
A -5142-0100-0000	A -5110-0100-0000	\$11,935.36	ST. MAINT PERSONAL SERV
A -5142-0101-0000	A - 5110-0101-0000	\$4,115.37	ST. MAINT OVERTIME
A -1990-0400-0000	A -5989-0400-0000	\$2,052.18	ST CONSTR ASPHALT
A -5110-0402-0000	A -5142-0403-0000	\$918.81	SNOW REMOVAL C.E.-SALT/SAND
A -1990-0400-0000	A -5110-0405-0000	\$1,669.57	ST. MAINT VEHICLE REPAIRS
a. A -5110-0800-0000	A -5010-0800-0000	\$1,384.74	ST. ADMIN. FICA/MEDICARE

4. **Motion 041526-4 to approve the Bills and Payroll as Audited:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** None

- a. General - \$30,546.31
- b. Water - \$9,212.05
- c. Sewer - \$3,233.21
- d. Sewer Capital Project - \$23,118.75
- e. Payroll -
  - i. 04/01/26 - \$26,091.84
  - ii. 04/08/26 - \$24,422.20

5. **Motion 041526-5 to receive and file the March monthly reports for DPW and PD:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** None

6. **Motion 041526-6 to engage Pittsburgh Tank for Inspection and Power Washing of the Water Tank:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** Superintendent Dubois has a July deadline for inspection, and the quote includes pressure washing.

#### 7. Old Business

- a. **National Fitness Campaign:** Trustee Middleton updated that the Village was awarded \$35,000 from MVP Healthcare for the grant and has a meeting with the National Fitness Campaign organizer to work on the other \$210,000 the Village will need.

#### 8. New Business

- a. **Motion 041526-7 to appoint Matthew French as Temporary Acting Building Inspector (\$200.00/week):** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

#### 9. Trustee Reports

**Trustee Middleton:** The Sewer line is fixed and ready to go. Spoke to John Pagano, Building & Codes Inspector, who is at New York University Hospital awaiting a heart transplant. It may be about 2 weeks for a donor and then a 6 to 12 week stay in New York City within an hour of the hospital. Our backup Building & Codes Inspector at the Town of Moreau passed away two weeks ago. He reached out to Matt French, who used to be the Building & Codes Inspector at the Village, who said he will do inspections and issue permits per diem. Trustee Middleton asked residents to be patient and courteous with the Clerk Treasurer's Office during the ongoing billing correction process, noting that the office is serving as the primary point of contact for many resident concerns. He further stated that residents with questions or concerns



regarding Village administration are encouraged to contact a Trustee or the Mayor directly.

10. **Mayor's Report:** None

11. **Motion 041526-8 to adjourn the Regular Village Board Meeting to enter into Executive Session for PBA Negotiations at 8:07 pm:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

12. **Motion 041526-9 to adjourn Executive Session and enter the Regular Village Board Meeting with no action taken at 8:38 pm:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

13. **Motion 041526-10 to adjourn the Regular Village Board Meeting at 8:39 pm:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
June 17, 2026  
Public Hearing @ 7:00 PM  
Regular Village Board Meeting @ 7:01 PM

**Public Hearing and Regular Village Board Meeting**

MAYOR JOSEPH ORLOW PRESIDING

Minutes

**Attendance:**

Mayor Orlow  
Trustee Carota  
Trustee Comstock  
Trustee Middleton  
TJ Wade  
Tim Pease

Clerk Treasurer Samantha Berg  
Superintendent Alan Dubois  
Xavier DeRush  
Chris Rich  
Reed Antis  
John R

Absent: Trustee Baxter

**Mayor Orlow opened the meeting at 7:00 pm.**

**Pledge of Allegiance**

**Public Hearing – Ferry Blvd progress**

**1. CDBG Grant requires a public hearing on the status of the Ferry Blvd project**

**Discussion:** Trustee Middleton reported that the project is approximately 60 days ahead of schedule. Completion is pending the Department of Health approval of water sample results. Contractor expected to return to the site upon approval and complete work by the following week. Mayor Orlow thanked the DPW for its hard work on the project.

**Motion 061726-1 to adjourn the Public Hearing at 7:02 pm:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

**Public Forum**

**1. Grant Projects Update**

**a. EPG Grant Submitted for I&I Study**

**Discussion:** The board received an update from Barton & Laguidice on the Engineering Planning Grant (EPG) application for an Inflow and Infiltration (I&I) Study. The study will evaluate sewer lines through cleaning and camera inspections to determine whether lining or replacement is needed. Trustee Middleton noted that lining may provide significant cost savings.

**b. CDBG Sewer I & I Baker Ave**

**Motion 061726-2 to appoint Superintendent Alan Dubois as Certifying Officer for the CDBG Sewer I & I Baker Avenue Grant:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** None

**c. CDBG Water Line Replacement Baker Ave**

**Motion 061726-3 to appoint Superintendent Alan Dubois as Certifying Officer for the CDBG Waterline Grant:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** None

**Mayor Orlow revoked the designation of Trustee Zach Baxter as Deputy Mayor and designated Trustee Tim Carota as Deputy Mayor.**

**2. Motion 061726-4 Transfers (25-26 FY):** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

A -1990-0400-0000	A -1325-0100-0000	\$2,569.08	CLERK/TREAS.PERSONAL SERVICE
A -1325-0101-0000	A -1325-0100-0000	\$260.20	CLERK/TREAS.PERSONAL SERVICE
A -1325-0408-0000	A -1325-0421-0000	\$15.00	C/T BELL JAR LICENSES
A -1325-0408-0000	A -1325-0800-0000	\$221.13	C/T FICA/MEDICARE
A -1990-0400-0000	A -1430-0403-0000	\$1,810.94	CSEA ATTORNEY
A -1990-0400-0000	A -1430-0404-0000	\$917.20	PBA ATTORNEY
A -1621-0401-0000	A -1621-0400-0000	\$309.73	VILLAGE BLDG. REPAIRS/MISC.
A -1640-0406-0000	A -1640-0408-0000	\$36.20	DPW C.E.-OFFICE SUPPLIES
A -1640-0406-0000	A -1640-0409-0000	\$28.30	DPW C.E.-SMALL TOOLS
A -1640-0407-0000	A -1640-0419-0000	\$71.90	DPW C.E. COMPUTER SUPPORT
A -3120-0100-0000	A -3120-0103-0000	\$5,806.63	P.S.-PT.PD OFFICERS
A -3120-0419-0000	A -3120-0418-0000	\$91.06	PD CLEANING & SUPPLIES, C.E.
A -3120-0419-0000	A -3120-0420-0000	\$776.28	PD COMPUTER SUPPORT
A -5010-0800-0000	A -5010-0100-0000	\$46.79	ST. ADMIN PERSONAL SERVICES
A -5989-0100-0000	A -5110-0100-0000	\$4,838.10	ST. MAINT PERSONAL SERVICES
A -5989-0101-0000	A -5110-0100-0000	\$432.61	ST. MAINT PERSONAL SERVICES
A -5989-0800-0000	A -5110-0800-0000	\$209.05	ST. MAINT.FICA/MEDICARE
A -8170-0800-0000	A -5110-0800-0000	\$169.06	ST. MAINT.FICA/MEDICARE
A -5410-0402-0000	A -5182-0400-0000	\$923.39	ST.LIGHTINGCONTRACTUAL EXPEN
A -7110-0406-0000	A -7110-0401-0000	\$64.78	PARKS C.E.-O & M
A -9060-0800-0000	A -9060-0811-0000	\$1,761.39	HRA -EMPLOYEES
FX-8310-0410-0000	FX-8310-0409-0000	\$17.98	COMPUTER SUPPORT
FX-8320-0410-0000	FX-8320-0408-0000	\$20.00	WATER PLANT INTERNET
FX-8340-0100-0000	FX-8340-0101-0000	\$103.90	WATER TRANS.P.S. OVERTIME
FX-8340-0403-0000	FX-8340-0201-0000	\$5,685.44	WATER METERS
FX-9060-0800-0000	FX-9060-0811-0000	\$152.20	HRA -EMPLOYEES
G -8130-0100-0000	G -8130-0101-0000	\$156.36	SEWAGE DISPOSAL P.S.OVERTIME
G -8130-0404-0000	G -8130-0403-0000	\$120.94	SEWAGE DISPC.E.-PHONE
G -9060-0800-0000	G -9060-0811-0000	\$27.10	HRA -EMPLOYEES

a.

\$30,642.74

**3. Motion 061726-5 to approve CHIPS Budget Amendment \$15,301.01 by amending Revenue A 3501.000 to \$238,949.39 and amending Expenditure A 5112.200 to \$238,919.39:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** Clerk Treasurer Berg explained that this will reconcile with the amount that NYS states we currently have with them. The amendment aligns the budget with current CHIPS funding balances.



4. **Motion 061726-6 to approve the Bills and Payroll as Audited:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

- a. General - \$138,423.57
- b. Water - \$18,309.17
- c. Sewer - \$6,706.66
- d. Payroll -
  - i. 06/03/26 - \$25,044.99
  - ii. 06/10/26 - \$28,294.80

**Discussion:** None

5. **Motion 061726-7 to approve the minutes for 05/20/26 and 06/03/26:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** None

6. **Motion 061726-8 to receive and file May monthly reports for Animal Control, DPW and PD:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** None

7. **Motion 061726-9 to increase the Animal Control Officer Monthly Stipend to \$250.00 per month:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** There is currently enough in the budget to increase Cookie's monthly stipend to \$250.00 per month. This is a \$282.00 increase for the year.

8. **Code Enforcement and DPW fees - TABLED**

**Discussion:** Currently written into the code is the ability for DPW to make repairs on resident-owned utilities and charge the resident for the repair. Historically, residents were not being charged for repairs done on utilities that were their responsibility. Trustee Middleton reported that current Village code places responsibility for sewer repairs on property owners, including portions between the property line and sewer main. Superintendent Dubois asked for clarification regarding fairness, liability, and enforcement consistency. Village Attorney Nikas agreed to review the code language and provide recommendations. The matter was tabled for further research and discussion.

9. **Motion 061726-9 to approve PD Overhead Door Replacement (A 3120.412 - \$18,350.00):** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** None

10. **Motion 061726-10 to approve the Village / Fire Department Key Control and Issuance**

**Policy:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** The Board requested a Key Policy to review for the distribution of keys to the Fire Dept. This was included in the agenda packet.

11. **Old Business**

- a. **Motion 061726-11 to award North Country Plumbing Heating and Cooling the RFP for Plumbing / HVAC Services Contract:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** North Country Plumbing Heating and Cooling was the only respondent.


- b. **Spectrum Franchise Agreement:** Spectrum response was emailed and the Board was provided a paper copy. Village Attorney Nikas reviewed Spectrum's proposed revisions regarding franchise fee calculations. Additional clarification regarding exclusions from gross revenue will be requested.
- c. **48 Harrison Ave:** The Board received an update that the structure has been demolished. Awaiting final project invoices.
- d. **Motion 061726-12 City of Glens Falls RFP for Sewer I&I Study:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** Trustee Middleton reported the City of Glens Falls has asked the Village to sign onto an RFP as part of the City's study due to sending waste to their plant. Board approved participation in a regional I&I engineering study with the City of Glens Falls and neighboring municipalities. Participation is intended to help reduce sewer inflow and infiltration and support future development capacity.
- e. **Planning and Zoning Board Members:** Trustee Middleton discussed the need to seat members for the newly combined Planning and Zoning Board. The lack of those board memberships will impact upcoming grant applications and development reviews. Residents were again encouraged to volunteer.
- f. **Motion 061726-13 to approve the purchase of 4 replacement Fire Hydrants from Ferguson Waterworks for \$15,717.28:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** The existing hydrants being replaced date to the late 1960s and are beyond repair.

## 12. New Business

- a. **Baker Avenue CCTV Inspection - TABLED**  
**Discussion:** Trustee Middleton explained that in preparation for the submission of a CDBG grant at the end of July, Barton & Laguidice has suggested obtaining CCTV footage of the sewer lines. Additional pricing information will be obtained.
- b. **Motion 061726-14 to approve NYS Clerk School July 12-16, 2026, including registration and lodging expenses (A 1325.402 - \$550.00 plus hotel per attendee):** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** Annual Clerk's School in Latham, July 12-16
- c. **No Parking Signs Wilson Avenue – TABLED**  
**Discussion:** Trustee Middleton reported that there is double parking close to the corner on Wilson Avenue by Route 9, and placing 'No Parking From Here to Corner' signs to fix the issue. Possible restrictions, including no parking on one side of the street, were reviewed. Matter tabled pending additional discussion with residents and the Police Department.



### 1. The Corner Buffer Zone (Route 9 Intersection)

- **The Rule:** Under New York State VTL and local village code, you cannot park on either side of Wilson Avenue within **20 feet of the intersection** or corner of Route 9.  [ecode360.com](http://ecode360.com) +1
- **The Reason:** This ensures that vehicles turning off high-speed Route 9 onto Wilson Avenue have clear visibility and a wide enough path to clear the turn safely. "No Parking Here to Corner" signs visually pin this buffer zone down.

**d. Marion Avenue / Harrison Avenue Corridor Study:** Trustee Middleton discussed public feedback regarding the corridor study presentation. The Board reached a consensus to hold a public workshop to gather additional resident input before making decisions.

### 13. Trustee Reports

- a. Route 9 Speed Limit Request:** Trustee Middleton and Trustee Baxter spoke with DOT and have formally requested a reduction of the speed limit from 40 mph to 30 mph entering the Village. NYSDOT has initiated a traffic and accident review.
- b. Trustee Middleton: National Fitness Campaign Grant:** Provided an update on funding efforts for the proposed fitness court project. Significant grant and donor commitments have been secured - \$30,000 MVP and \$50,000 Glens Falls Hospital. A possibility exists to complete the project with little or no Village contribution. Engineering review of the site will be explored.

**14. Mayor's Report:** Contract discussions continue with the Police Benevolent Association. Also working on DPW request. Code Enforcement Officer John Pagano is recovering well and hopes to return by July. Positive community feedback has been received regarding recent Village projects, including the demolition of 48 Harrison Avenue. Mayor encouraged residents to support newly opened local businesses.

**15. Executive Session: PBA Negotiations – TABLED**

**16. Motion 061726-15 to adjourn the Regular Village Board Meeting with no Executive Session at 8:00 pm:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.



Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
June 26, 2026  
Special Village Board Meeting @ 3:30 PM

**Special Village Board Meeting**  
**TRUSTEE ZACHARY BAXTER PRESIDING**  
Minutes

**Attendance:**

Trustee Baxter  
Trustee Comstock  
Trustee Middleton

Clerk Treasurer Samantha Berg

Absent: Mayor Orlow and Trustee Carota

Trustee Baxter opened the meeting at 3:34 PM.

**1. WIIA Grant – Lead Service Line Inventory**

- a. **Motion 062626-1 to allow the Mayor to sign the agreement to engage Barton & Loguidice to file the WIIA Grant application for the Lead Service Line Inventory (FX 8310.411 - \$4,900.00):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** None

- 2. Motion 062626-2 to designate a Type 2 Action and the Village of South Glens Falls as the Lead Agency for the Baker Avenue Water Main Replacement and approve the SEQRA Type II Action Assessment Form:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**a. Intent to Act as Lead Agency**

**i. RESOLUTION DECLARING THE INTENT OF THE VILLAGE OF SOUTH GLENS FALLS VILLAGE BOARD TO ACT AS LEAD AGENCY**

**WHEREAS**, the Village of South Glens Falls is proposing the Village of South Glens Falls Baker Avenue Water Main Replacement Project (Project), located in the Village of South Glens Falls, Saratoga County, New York; and

**WHEREAS**, the Project has been classified as an "Unlisted Action" as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2(al); and

**WHEREAS**, it is the intent of the Village of South Glens Falls Village Board to assume the role of "Lead Agency" for purposes of conducting a SEQRA assessment of the Project; and

**WHEREAS**, Part I of a Short Environmental Assessment Form (SEAF) has been completed, reviewed by the Village of South Glens Falls Village Board, and will be circulated to all Involved and Interested Agencies for purposes of establishing the Village of South Glens Falls Board as "Lead Agency" in accordance with 6 NYCRR Part 617.6(b).

**NOW, THEREFORE, BE IT**

**RESOLVED AND DETERMINED**, that the Village of South Glens Falls Mayor hereby is authorized to sign Part I of the SEAF (page 3); and it is further

**RESOLVED AND DETERMINED**, that the Village of South Glens Falls Village Board will send said Part I of the Short Environmental Assessment Form and associated site figure to the attached list of "Interested/Involved Agencies" under cover of a "Notice of Intent to Establish Lead Agency" letter for purposes of establishing Lead Agency status under SEQRA; and it is further

**RESOLVED**, that the Village of South Glens Falls Village Mayor, together with the Village of South Glens Falls Attorney and B&L, are hereby authorized to take all actions, serve all notices, and complete all documents required to give full force and effect to this determination.

**b. SEQRA**

- i. See Completed Form Attached

3. **Motion 062626-3 to designate a Type 2 Action and the Village of South Glens Falls as the Lead Agency for the Baker Avenue Sewer Main Replacement and approve the SEQRA Type II Action Assessment Form:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**a. Intent to Act as Lead Agency**

- i. **RESOLUTION DECLARING THE INTENT OF THE VILLAGE OF SOUTH GLENS FALLS VILLAGE BOARD TO ACT AS LEAD AGENCY**

**WHEREAS**, the Village of South Glens Falls is proposing the South Glens Falls Baker Avenue Sewer Main Replacement (Project), located in the Village of South Glens Falls, Saratoga County, New York; and

**WHEREAS**, the Project has been classified as an "Unlisted Action" as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.2(al); and

**WHEREAS**, it is the intent of the Village of South Glens Falls Village Board to assume the role of "Lead Agency" for purposes of conducting a SEQRA assessment of the Project; and

**WHEREAS**, Part I of a Short Environmental Assessment Form (SEAF) has been completed, reviewed by the Village of South Glens Falls Village Board, and will be circulated to all Involved and Interested Agencies for purposes of establishing the Village of South Glens Falls Village Board as "Lead Agency" in accordance with 6 NYCRR Part 617.6(b).

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**RESOLVED AND DETERMINED**, that the Village of South Glens Falls Village Board will send said Part I of the Short Environmental Assessment Form and associated site figure to the attached list of "Interested/Involved Agencies" under cover of a "Notice of Intent to Establish Lead Agency" letter for purposes of establishing Lead Agency status under SEQRA; and it is further



**RESOLVED**, that the Village of South Glens Falls Village Mayor, together with the Village of South Glens Falls Attorney and B&L, are hereby authorized to take all actions, serve all notices, and complete all documents required to give full force and effect to this determination.

**b. SEQRA**

- i. See Completed Form Attached

**Motion 062626-4 to approve Suozzo Doty and Associates for the Baker Avenue Water Main engineering scope of work to include CCTV of the Sewer Main, not to exceed (\$7,800.00):** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Motion 062626-5 to adjourn the Special Village Board Meeting at 3:41 pm:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
<b>Name of Action or Project:</b> South Glens Falls - Baker Avenue Water Main Replacement			
<b>Project Location (describe, and attach a location map):</b> Village of South Glens Falls, Saratoga County, New York, 12803			
<b>Brief Description of Proposed Action:</b> The Baker Avenue Water Main Replacement Project will improve the reliability, capacity, and water quality of the Village of South Glens Falls public water distribution system through the replacement of approximately 1,420 linear feet of existing 4-inch and 6-inch cast iron water main along Baker Avenue. The existing water main is nearly 100 years old and has experienced age-related deterioration, tuberculation, water quality concerns, low-pressure conditions, and reduced fire flow capacity. The project includes installation of a new 12-inch water main, replacement of associated water services, valves, hydrants, and appurtenances, and restoration of disturbed roadway, sidewalk, curb, and other surface features within the public right-of-way. The proposed improvements will address discolored water caused by corrosion and tuberculation within the existing cast iron main, improve hydraulic performance and fire protection capabilities, reduce water loss from aging infrastructure, and provide a reliable source of potable water for residents and businesses along the Baker Avenue corridor. Figure 1 shows the project location, attached.			
<b>Name of Applicant or Sponsor:</b> Village of South Glens Falls - Joseph Orlow, Mayor		<b>Telephone:</b> (518) 793-1455	
		<b>E-Mail:</b> mayor@villageofsgfny.gov	
<b>Address:</b> 46 Saratoga Avenue			
<b>City/PO:</b> South Glens Falls		<b>State:</b> NY	<b>Zip Code:</b> 12803
<b>1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?</b>			NO
<b>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.</b>			YES
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
<b>2. Does the proposed action require a permit, approval or funding from any other government Agency?</b>			NO
<b>If Yes, list agency(s) name and permit or approval:</b> NYSOCR (funding/approval), NYSDOT (permit/approval), NYSDOH (Approval), Saratoga County Health Department (Approval)			YES
			<input type="checkbox"/>
			<input checked="" type="checkbox"/>
<b>3. a. Total acreage of the site of the proposed action?</b>		2	acres
<b>b. Total acreage to be physically disturbed?</b>		0.2	acres
<b>c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?</b>		2	acres
<b>4. Check all land uses that occur on, are adjoining or near the proposed action:</b>			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: N/A- No new buildings or structures are proposed	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: N/A- Project will not require wastewater treatment	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?    Small Swollen Bladderwort	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe: No new point source is proposed. The project may increase sheet flow runoff due to ground disturbance from during construction. Stormwater discharge will be directed to the established stormwater drains along Baker Avenue.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Is the project located within, or within ½-mile of, a disadvantaged community?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If No, could impacts from the project affect a disadvantaged community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes to either question in 21, answer the following question:		
a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: Joseph Orlow	Date: _____	
Signature: _____	Title: Mayor	



**Legend**

Project Site

**Barton & Loguidice**



South Glens Falls  
 Baker Avenue Water Main Replacement  
**Aerial Map**  
 Saratoga County 6/11/26 New York

Figure  
 1  
 Project No.  
 5046.003

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
<b>Name of Action or Project:</b> South Glens Falls - Baker Avenue Sewer Main Replacement			
<b>Project Location (describe, and attach a location map):</b> Village of South Glens Falls, Saratoga County, New York, 12803			
<b>Brief Description of Proposed Action:</b> The proposed project consists of the replacement of approximately 1,420 linear feet of existing 8-inch clay tile sanitary sewer main located along Baker Avenue in the Village of South Glens Falls, New York. The existing sewer main has exceeded its useful service life and is experiencing age-related deterioration, operational deficiencies, and potential infiltration and inflow concerns that may impact system reliability and regulatory compliance. Figure 1 shows the project location, attached.			
<b>Name of Applicant or Sponsor:</b> Village of South Glens Falls - Joseph Orlow, Mayor		<b>Telephone:</b> (518) 793-1455	
		<b>E-Mail:</b> mayor@villageofsgfny.gov	
<b>Address:</b> 46 Saratoga Avenue			
<b>City/PO:</b> South Glens Falls		<b>State:</b> NY	<b>Zip Code:</b> 12803
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYSOCR (funding/approval), NYSDOT (permit/approval), SHPO (approval)			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		2 acres	
b. Total acreage to be physically disturbed?		0.2 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		2 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NO
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NO
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: N/A- No new buildings or structures are proposed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: N/A- Project will not require potable water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NO
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?    Small Swollen Bladderwort	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe: No new point source is proposed. The project may increase sheet flow runoff due to ground disturbance from during construction. Stormwater discharge will be directed to the established stormwater drains along Baker Avenue.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Is the project located within, or within ½-mile of, a disadvantaged community?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If No, could impacts from the project affect a disadvantaged community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes to either question in 21, answer the following question:		
a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: Joseph Orlow	Date: _____	
Signature: _____	Title: Village of South Glens Falls, Mayor	



**Legend**

Project Site

**Barton & Loguidice**



South Glens Falls  
 Baker Avenue Sewer Main Replacement  
**Aerial Map**  
 Saratoga County 6/11/26 New York

Figure  
 1  
 Project No.  
 5046.002

Path: K:\Projects\5046\5046002\Figures\Figure 1.aprx



## Municipal Cooperative Authorizing Resolution Form

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WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) and Article 3-A, empowers municipal corporations (school districts, Boards of Cooperative Educational services, counties, cities, towns, villages, and special districts, including fire districts) to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the **Village of South Glens Falls** [Municipal Corporation] wishes to invest portions of its available funds in cooperation with other municipal corporations pursuant to the Municipal Cooperation Agreement dated as of February 1, 2022 (the "Agreement") by and among Orange County and the participants thereto, which is herein incorporated by reference;

WHEREAS the **Village of South Glens Falls** [Municipal Corporation] wishes to satisfy the safety and liquidity needs of their funds while optimizing rates of return;

Now, therefore, it is hereby resolved as follows:

That **Joseph Orlow, Mayor** [Key Contact\* Title] of **Village of South Glens Falls** [Municipal Corporation] is hereby authorized to participate in the NY MuniTrust® program under the terms of the Agreement.

\_\_\_\_\_  
Key Contact Signature

**Mayor**

Title

**Joseph Orlow**

Printed Name

\_\_\_\_\_  
Date

\*The key contact on an account is the main point of contact for a Municipal Corporation. They receive voting credentials for Governing Board elections and all other important communications.

BNY Mellon Securities Corporation (BNYMSC), a registered broker-dealer, is a distributor for NY MuniTrust.  
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**Not FDIC Insured. Not Bank Guaranteed. May Lose Value.**

**Village of South Glens Falls  
Time Clock Rounding Policy – Non-Union Employees**

**Purpose**

The Village of South Glens Falls utilizes an electronic timekeeping system to record employee work hours. The purpose of this policy is to establish a uniform and equitable method for rounding employee clock-in and clock-out times for payroll purposes.

**Applicability**

This policy applies to all non-union employees of the Village who are required to record their work time using the Village's timekeeping system.

**Policy**

1. Employees are responsible for accurately recording all time worked using the Village-approved timekeeping system.
2. Recorded punch times may be rounded to the nearest fifteen (15) minute increment for payroll processing purposes.
3. The following rounding schedule shall apply:

<u>Actual Punch Time</u>	<u>Rounded Time</u>
:53 through :07	Top of the hour
:08 through :22	:15
:23 through :37	:30
:38 through :52	:45

4. Rounding shall be applied equally to starting and ending times and shall not be used in a manner that consistently benefits either the employee or the Village.
5. Employees must obtain supervisory approval before working outside their normal scheduled hours when such work may result in overtime or compensatory time.
6. Employees shall not clock in more than seven (7) minutes before the start of their scheduled workday, nor remain clocked in more than seven (7) minutes after the end of their scheduled workday, without prior supervisory approval. Any work performed before or after an employee's scheduled work hours must be authorized by the employee's supervisor. Unauthorized early clock-ins, late clock-outs, or other unauthorized work time may result in disciplinary action; however, employees will be compensated for all hours actually worked in accordance with applicable federal and state law. Nothing in this policy permits off-the-clock work. All work performed for the benefit of the Village must be accurately recorded and reported through the Village's timekeeping system.
7. No employee may intentionally manipulate punch times to obtain compensation for time not worked.

8. Supervisors shall review time records regularly to ensure compliance with this policy and to verify that all hours actually worked are compensated.
9. The Village reserves the right to review actual punch records and make adjustments when necessary to ensure compliance with applicable federal and state wage and hour laws.

**Non-Exempt Employees**

Nothing in this policy shall be construed to deny compensation for all hours actually worked. Non-exempt employees will be compensated for all authorized work performed in accordance with the Fair Labor Standards Act (FLSA) and applicable New York State labor laws.

**Administration**

The Village Clerk Treasurer or designee shall be responsible for administering this policy and resolving any questions regarding its application.

**Effective Date**

This policy shall take effect upon adoption by resolution of the Board of Trustees and may be amended from time to time.