



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

Public Meeting 7:00 PM  
January 7, 2026  
MAYOR JOSEPH ORLOW PRESIDING  
Agenda

**Public Forum**

1. Grant Projects Update - No new updates at this time
2. Transfers
  - a. A 1621.400      A 1621.401      247.16 VILLAGE VEHICLE MAINTENANCE
3. Motion to Approve the Bills and Payroll as Audited
  - a. General - \$82,959.95
  - b. Water - \$9,053.78
  - c. Sewer - \$1,432.98
  - d. Payroll -
    - i. \$25,787.60
    - ii. \$24,958.76
    - iii. \$31,120.34
4. Motion to approve the 2025 December Animal Control, DPW, PD, and Bldg & Codes Reports
5. Motion to approve the 09/24/25 and 12/17/25 Minutes
6. Old Business
  - a. Employee and Elected Official Travel Policy
  - b. Dehumidifiers
  - c. Water Tank Cleaning and Inspection
7. New Business
  - a. AED Recall
  - b. AED Subscription Renewal
8. Trustee Reports
9. Mayor's Report
10. Executive Session: PBA Negotiations, CSEA Grievance, Fire Dept Contract

# 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:** JANUARY 07, 2026

**GRAND TOTAL:** \$93,279.21

FUND	A
PO Number	PO Amount
26000648	2,269.93
26000649	2,219.33
26000650	3,000.00
26000651	91.00
26000652	54.71
26000653	357.17
26000654	1,233.46
26000655	229.50
26000656	3,670.87
26000657	22,372.18
26000658	7,699.45
26000659	35.61
26000660	1,660.67
26000661	103.53
26000662	18.95
26000663	32.99
26000665	73.14
26000666	25.00
26000667	452.64
26000668	180.00
26000669	75.00
26000670	60.60
26000672	200.00
26000673	338.46
26000674	509.88
26000675	563.04
26000677	427.50
26000678	140.00
26000679	97.99
26000680	150.00
26000681	61.22
26000682	54.71
26000683	484.00
26000686	792.00
26000687	428.00
26000688	100.00
26000689	53.68
26000690	2,315.40
26000691	28,657.71
26000692	350.00
26000693	535.57
26000694	617.56
<b>Grand Total</b>	<b>82,792.45</b>

FUND	FX
PO Number	PO Amount
26000517	5,877.50
26000653	56.70
26000656	333.72
26000657	2,033.84
26000671	136.99
26000676	35.37
26000685	478.60
26000687	38.91
26000694	62.15
<b>Grand Total</b>	<b>9,053.78</b>

FUND	G
PO Number	PO Amount
26000653	153.08
26000656	166.86
26000657	1,016.92
26000664	48.60
26000687	19.45
26000694	28.07
<b>Grand Total</b>	<b>1,432.98</b>

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



## SOUTH GLENS FALLS VILLAGE ANIMAL CONTROL

### DECEMBER REPORT UNIT 20

A call about a resident on Spring St., having 19 pet snakes at his residence. 1 call on a raccoon on Stewart Ave. and a red fox on upper Betar trail. Call on deceased cat in the road on Windcrest Dr. (removed). 2 calls on squirrels and a call on a skunk bothering a resident.

4 calls on canines and 2 on feral felines. And an opossum on Chestnut St...

And several calls for information

E.G. Robbins, ACO

December 31st, 2025

Have HappyNewYear!



DEPARTMENT OF PUBLIC WORKS  
46 Saratoga Avenue

South Glens Falls, New York 12803-1210  
Telephone (518) 792-4033  
Fax (518) 792-0299

## BOARD MEETING

January 7th 2026

### WATER/WASTE WATER TOTALS:

**WATER:** 9,727,000

**Avg. day:** 314,000

**Max. day:** 351,000

**Min. day:** 255,000

**Town Water:** 0

**WASTEWATER:** 8,880,000

**Avg. day:** 286,000

**Max. day:** 410,000

**Min. day:** 200,000


- 1) **Emergency Water Shut Offs:** 12/13 22 Stewart Ave, 12/15 40 Chestnut St
- 2) **Emergency Sewer Calls:** 12/8 21 Spring St
- 3) 12/1 Finishing yard waste pickup for the year
- 4) 12/3 Prepping park for Tree Lighting Ceremony
- 5) Snow and Ice Management
- 6) 12/17 - 12/18 Village wide tree trimming
- 7) Portable bases fabrication started for speed signs
- 8) Lead line service inventory updating
- 9) Vehicle and building maintenance / Scrap metal from garage cleanup to Cohen's
- 10) Diamond Maps GIS field work
- 11)

**Alan Dubois**  
**Public Works Superintendent**

# Water System Operation Report

Public Water System Name	Reporting Month/Year	Date Report Submitted	Source Water Type(s)
Village of South Glens Falls	December-25		
Public Water Supply ID#	County	Town, Village, or City	
<b>4500170</b>	Saratoga	Village of South Glens Falls	
Treatment Plant(s) Identification #1	Beach Road WTP		

Date	Treated water volume (1,000 gallons/day)	Gas Cl <sub>2</sub>		Chlorination								PH	Water Temp. °C	Phosphate PPM
		Cylinder weight remaining (lbs.)	Chlorine used per day (lbs.)	Free Chlorine Residual at Entry Point (mg/l)										
				0000	0400	0800	1200	1600	2000	Max.				
1	259.4	109.3	15.2	1.16	1.16	1.28	1.26	1.22	1.20	1.28	6.94	11.3	1.1	
2	306.5	109.9	12.2	3.0	1.18	1.24	1.25	1.26	1.23	1.16	1.26	7.01	11.3	1.02
3	260.9	109.7	8.8	3.6	1.18	1.17	1.28	1.24	1.22	1.18	1.28	6.95	11.1	1.27
4	326.3	107.9	4.0	6.6	1.17	1.20	1.22	1.25	1.18	1.15	1.25	6.99	11	1.08
5	313.4	106.7	152.4	1.3	1.17	1.12	1.28	1.24	1.21	1.17	1.28	6.99	10.9	1.12
6	255.0	107.8	153.6	0.0	1.16	1.16	1.25	1.21	1.16	1.10	1.25	7.03	10.7	1.29
7	336.1	104.1	150.6	6.7	1.08	1.12	1.12	1.18	1.12	1.08	1.18	7	10.9	1.16
8	314.4	97.3	148.0	9.5	1.09	1.05	1.18	1.16	1.13	1.15	1.18	6.97	11.1	1.2
9	280.4	95.9	149.8	1.3	1.15	1.14	1.16	1.24	1.19	1.15	1.24	7.01	10.8	1.22
10	310.9	95.7	150.6	0.2	1.13	1.09	1.18	1.15	1.11	1.11	1.18	7.05	10.7	1.14
11	260.6	90.5	149.6	6.2	1.08	1.08	1.17	1.12	1.11	1.10	1.17	6.95	10.8	1.1
12	328.0	89.1	150.4	1.4	1.09	1.15	1.13	1.17	1.10	1.08	1.17	6.96	10.7	1.06
13	327.6	85.6	150.2	3.8	1.08	1.08	1.16	1.15	1.10	1.08	1.16	7	10.7	1.15
14	302.1	80.9	149.0	5.9	1.09	1.08	1.18	1.17	1.11	1.07	1.18	6.98	11	1.24
15	311.2	77.9	149.6	2.9	1.07	1.10	1.21	1.18	1.14	1.12	1.21	7.02	10.8	1.16
16	305.6	75.9	150.0	2.0	1.10	1.15	1.16	1.17	1.13	1.12	1.17	7.04	10.9	0.9
17	301.4	75.4	150.8	0.5	1.09	1.15	1.16	1.11	1.08	1.06	1.16	7.02	10.8	1.27
18	313.8	73.0	151.0	2.4	1.05	1.09	1.11	1.16	1.12	1.09	1.16	6.97	11	1.11
19	337.4	68.3	150.6	5.1	1.08	1.12	1.12	1.11	1.05	1.00	1.12	7.02	11	1.26
20	350.4	64.7	150.4	3.8	1.03	1.05	1.10	1.09	1.04	1.05	1.10	6.98	11.3	1.08
21	306.4	61.1	150.2	3.8	1.08	1.08	1.16	1.12	1.04	1.05	1.16	6.95	11.1	1.74
22	350.9	57.3	150.0	4.0	1.05	1.09	1.11	1.15	1.09	1.08	1.15	6.99	11	1.67
23	350.9	54.9	150.4	2.4	1.08	1.14	1.12	1.12	1.09	1.05	1.14	7.02	10.9	1.11
24	335.2	50.1	149.6	5.7	1.05	1.08	1.07	1.08	1.06	1.02	1.08	6.95	11	1.1
25	335.1	46.5	149.0	4.2	1.06	1.12	1.14	1.12	1.08	1.07	1.14	7.01	11	1.09
26	305.6	42.6	147.8	5.0	1.09	1.08	1.18	1.16	1.10	1.06	1.18	6.98	11	1.08
27	332.9	39.5	148.6	3.1	1.05	1.10	1.16	1.14	1.08	1.07	1.16	6.98	10.6	1.17
28	338.1	37.5	149.8	2.0	1.05	1.11	1.11	1.15	1.08	1.07	1.15	7.02	10.7	1.08
29	321.7	35.6	150.2	1.9	1.05	1.09	1.12	1.12	1.07	1.06	1.12	7.05	10.8	1.14
30	321.6	33.3	150.0	2.5	1.05	1.06	1.01	1.06	1.06	1.06	1.06	6.95	11	1.21
31	326.6	87.7	150.0	0.0	1.05	1.06	1.01	1.08	1.05	1.06	1.08	6.94	10.6	0.9
<b>Total</b>	<b>9,727</b>		<b>100.77</b>									<b>6.97</b>	<b>10.8</b>	<b>1.11</b>
<b>AVG.</b>	<b>314</b>		<b>3.359</b>									<b>216.75</b>	<b>338.7</b>	<b>36.43</b>
<b>MAX.</b>	<b>351</b>		<b>9.46</b>									<b>6.99194</b>	<b>10.9258</b>	<b>1.17516</b>
<b>MIN.</b>	<b>255</b>		<b>0</b>									<b>7.05</b>	<b>11.3</b>	<b>1.74</b>
												<b>6.94</b>	<b>10.6</b>	<b>0.9</b>

Reported by: Alan Dubois Jr Title: Operator in Charge NYS DOH Operator Number: NY0041732  
 Signature:  Date: 1/2/26 Operator Grade Lev: IIA, IIB, C, D

# South Glens Falls Sewer Totals 2025

<b>Monday, December 1, 2025</b>	<b>JR</b>	<b>250</b>	<b>X 1000 Gallons</b>
<b>Tuesday, December 2, 2025</b>	<b>JR</b>	<b>200</b>	<b>X 1000 Gallons</b>
<b>Wednesday, December 3, 2025</b>	<b>JR</b>	<b>320</b>	<b>X 1000 Gallons</b>
<b>Thursday, December 4, 2025</b>	<b>JR</b>	<b>300</b>	<b>X 1000 Gallons</b>
<b>Friday, December 5, 2025</b>	<b>JR</b>	<b>260</b>	<b>X 1000 Gallons</b>
<b>Saturday, December 6, 2025</b>	<b>JR</b>	<b>250</b>	<b>X 1000 Gallons</b>
<b>Sunday, December 7, 2025</b>	<b>JR</b>	<b>300</b>	<b>X 1000 Gallons</b>
<b>Monday, December 8, 2025</b>	<b>JR</b>	<b>275</b>	<b>X 1000 Gallons</b>
<b>Tuesday, December 9, 2025</b>	<b>JR</b>	<b>275</b>	<b>X 1000 Gallons</b>
<b>Wednesday, December 10, 2025</b>	<b>JR</b>	<b>240</b>	<b>X 1000 Gallons</b>
<b>Thursday, December 11, 2025</b>	<b>JR</b>	<b>300</b>	<b>X 1000 Gallons</b>
<b>Friday, December 12, 2025</b>	<b>JR</b>	<b>260</b>	<b>X 1000 Gallons</b>
<b>Saturday, December 13, 2025</b>	<b>JR</b>	<b>270</b>	<b>X 1000 Gallons</b>
<b>Sunday, December 14, 2025</b>	<b>JR</b>	<b>300</b>	<b>X 1000 Gallons</b>
<b>Monday, December 15, 2025</b>	<b>JR</b>	<b>230</b>	<b>X 1000 Gallons</b>
<b>Tuesday, December 16, 2025</b>	<b>JR</b>	<b>260</b>	<b>X 1000 Gallons</b>
<b>Wednesday, December 17, 2025</b>	<b>JR</b>	<b>270</b>	<b>X 1000 Gallons</b>
<b>Thursday, December 18, 2025</b>	<b>JR</b>	<b>220</b>	<b>X 1000 Gallons</b>
<b>Friday, December 19, 2025</b>	<b>JR</b>	<b>400</b>	<b>X 1000 Gallons</b>
<b>Saturday, December 20, 2025</b>	<b>JR</b>	<b>310</b>	<b>X 1000 Gallons</b>
<b>Sunday, December 21, 2025</b>	<b>JR</b>	<b>300</b>	<b>X 1000 Gallons</b>
<b>Monday, December 22, 2025</b>	<b>JR</b>	<b>320</b>	<b>X 1000 Gallons</b>
<b>Tuesday, December 23, 2025</b>	<b>JR</b>	<b>320</b>	<b>X 1000 Gallons</b>
<b>Wednesday, December 24, 2025</b>	<b>JR</b>	<b>270</b>	<b>X 1000 Gallons</b>
<b>Thursday, December 25, 2025</b>	<b>JR</b>	<b>230</b>	<b>X 1000 Gallons</b>
<b>Friday, December 26, 2025</b>	<b>JR</b>	<b>310</b>	<b>X 1000 Gallons</b>
<b>Saturday, December 27, 2025</b>	<b>JR</b>	<b>300</b>	<b>X 1000 Gallons</b>
<b>Sunday, December 28, 2025</b>	<b>JR</b>	<b>280</b>	<b>X 1000 Gallons</b>
<b>Monday, December 29, 2025</b>	<b>JR</b>	<b>410</b>	<b>X 1000 Gallons</b>
<b>Tuesday, December 30, 2025</b>	<b>JR</b>	<b>300</b>	<b>X 1000 Gallons</b>
<b>Wednesday, December 31, 2025</b>	<b>JR</b>	<b>350</b>	<b>X 1000 Gallons</b>
			<b>X 1000 Gallons</b>
	<b>TOTAL:</b>	<b>8880</b>	<b>X 1000 Gallons</b>
	<b>TOTAL:</b>	<b>8880000</b>	
	<b>AVERAGE:</b>	<b>286.4516129</b>	
	<b>MIN:</b>	<b>200</b>	
	<b>MAX:</b>	<b>410</b>	

<b>Date:</b>	<b>Total Gallons:</b>	<b>Clear Well Gallons:</b>	<b>Pumped Gallons:</b>	<b>Returned Gallons:</b>
<b>December 1, 2025</b>	770,136	251,192	259,429	518,944
<b>December 2, 2025</b>	788,277	292,784	306,529	495,493
<b>December 3, 2025</b>	768,834	249,941	260,898	518,893
<b>December 4, 2025</b>	785,856	311,827	326,287	474,029
<b>December 5, 2025</b>	785,895	296,805	313,390	489,090
<b>December 6, 2025</b>	765,706	241,441	255,041	524,265
<b>December 7, 2025</b>	788,876	321,266	336,058	467,610
<b>December 8, 2025</b>	767,081	295,274	314,438	471,807
<b>December 9, 2025</b>	777,497	267,921	280,405	509,576
<b>December 10, 2025</b>	786,242	292,122	310,938	494,120
<b>December 11, 2025</b>	758,254	248,642	260,567	509,612
<b>December 12, 2025</b>	776,049	311,461	328,037	464,588
<b>December 13, 2025</b>	777,769	310,872	327,604	466,897
<b>December 14, 2025</b>	765,695	280,910	302,090	484,785
<b>December 15, 2025</b>	766,692	301,411	311,226	465,281
<b>December 16, 2025</b>	771,810	289,200	305,575	482,610
<b>December 17, 2025</b>	778,136	284,394	301,419	493,742
<b>December 18, 2025</b>	775,816	297,284	313,845	478,532
<b>December 19, 2025</b>	789,066	321,524	337,383	467,542
<b>December 20, 2025</b>	796,238	328,833	350,427	467,405
<b>December 21, 2025</b>	772,897	297,204	306,366	475,693
<b>December 22, 2025</b>	790,598	334,060	350,943	456,538
<b>December 23, 2025</b>	779,512	336,667	350,857	442,845
<b>December 24, 2025</b>	702,304	319,750	335,150	382,554
<b>December 25, 2025</b>	736,941	317,818	335,144	419,123
<b>December 26, 2025</b>	701,112	282,539	305,585	418,573
<b>December 27, 2025</b>	709,540	321,428	332,927	388,112
<b>December 28, 2025</b>	711,721	319,669	338,054	392,052
<b>December 29, 2025</b>	738,816	303,429	321,682	435,387
<b>December 30, 2025</b>	716,160	248,689	263,536	467,471
<b>December 31, 2025</b>	737,917	307,383	326,638	430,534
<b>Totals:</b>	<b>23,637,443</b>	<b>9,183,740</b>	<b>9,668,468</b>	<b>14,453,703</b>



## Department of Public Safety

Division of Police

5 West Marion Avenue

South Glens Falls, NY 12803

Phone: (518) 792-6336 (518) 792-4173


Fax: (518) 792-6481

David J. Gifford, Chief of Police

### MONTHLY REPORT FOR DECEMBER 2025

<b>Calls / Services Total</b>	<b>259</b>		
Investigations	2		
Alarms	3		
Funeral Escorts	0		
Personal Injury Accidents	1		
Property Damage Accidents	10		
Open Doors & Windows	0		
House/Business Checks	8		
Assist Other Agencies (Police, Fire, or EMS)	19		
Uniform Traffic Tickets	13		
Parking Tickets	34		
D.W.I. Arrests	0		
Penal Law Arrests		Violations	1
		Misdemeanors	2
		Felonies	1
		Warrant	0
Traffic Details	8		
Larcenies Reported	6		
Criminal Mischief Reported	0		
Burglaries Reported	0		
Mileage 7G275	1495		
Mileage 7G276 NEW	664		
Mileage 7G276 OLD	<u>0</u>		
Total	2159		

Respectfully submitted,

  
David J. Gifford  
Chief of Police

cc: Mayor & Trustees

12-15-2025 10:12



## BUILDING INSPECTOR AND CODE ENFORCEMENT MONTHLY REPORT

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**Subject:** Monthly Building and Codes Department Activity Report

**Date:** December 1st-31st, 2025

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### **Status Update**

- 48 Harrison Avenue - Owner has been served and appeared in court on Dec 10th. Property issue discussion with the village attorney and is currently being resolved.
- 18 Hudson Street - Owner has been served and appeared in court on December 10th. Property issue discussion with the village attorney and is being resolved.
- 55 Main Street - Asking about two Handicap Parking spots on Second Street next to the Church. The church representatives will appear in a regular village meeting to discuss parking on 2nd Street.
- 60 Main Street - Asking the owner for proper engineered drainage into the alley.

### **Mileage Driven: Total Miles**

- 42 Miles For December

### **Certificate of Occupancy: ( )**

●

### **Certificate of Completion: (0)**

●

### **New Permits: (2)**

- 297 Saratoga Ave - Permit renewal #2555
- 15 Third St - Exterior repair Permit #2556

### **Site Inspections: (5)**

- 15 Third St/rebuild wall
- 109 Hudson St/interior renovation
- 35 Main St/fire safety inspection
- 18 Hudson St/collapsed damage
- 10 Saratoga Ave/Fire Safety inspection

### **Fire Safety Inspections: (2)**

- 35 Main St
- 39 Hudson Ave

### **Site Plan Review: (0)**

●

### **Zoning Compliance: (0)**



## BUILDING INSPECTOR AND CODE ENFORCEMENT MONTHLY REPORT

**Subject:** Monthly Building and Codes Department Activity Report

**Date:** December 1st-31st, 2025

### **Municipal Search Letters: (5)**

- 29 Hudson St
- 1 River St
- 78 Stewart Ave
- 43 Main St
- 213 Main St

### **Citations/Violations:**

I continue to work with our residents to clean up yard debris, junked cars, and general property maintenance. I am pleased with the overall residents' cooperation and compliance when made aware of violations. Consistent progress is being made on properties that have received notice of violations. Communication with all residents who have obtained a violation has been positive and constructive.

#### **New Violations Issued**

- 39 Jackson Ave
- 85 Main St

#### **New Violations Letter Sent**

- 39 Jackson Ave/snow removal
- 85 Main Street/trash old chair out front
- 12 Terrace Ave/trash left out
- 22 Catherine St/trash and junk by the front of the yard

#### **Violations Resolved (1)**

- 49 Ferry Blvd

#### ● **Violations Outstanding:**

- 48 Harrison Ave - **owner is working with the village attorney and code dept. to clean up the property**
- 29 Spring St - code dept. is working with the owner to clean up the front yard
- 18 Hudson Ave - tall grass, 2nd notice sent, partial collapse of back porch - **owner is working with the village attorney and code dept. to resolve issues with the property**

### **Resident Questions, Concerns, Follow Ups, Complaints: (0)**

Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
September 24, 2025  
Regular Village Meeting @ 7:00 PM

**Public Hearing and Regular Village Board Meeting**  
MAYOR JOSEPH ORLOW PRESIDING  
Minutes

**Attendance:**

Mayor Orlow  
Trustee Baxter  
Trustee Comstock  
Trustee Middleton  
Trustee Carota  
Attorney Bill Nikas  
Nick Havens  
Harry Gutheil  
Bill  
CR  
JM

Clerk Treasurer Samantha Berg  
DPW Superintendent Alan Dubois  
Dennis Davall  
Dan Collins  
Tim Pease  
Linda Blackburn  
Alex Portal  
Bob M  
DCT  
R2D2

The Mayor opened the meeting at 7:00 PM.

Pledge of Allegiance

The Mayor opened the public hearing.

**Public Forum**

- **Dennis Davall - 209 Main St.:** NYS Village Law 7-718 authorizes Villages to establish Planning Boards with 5-7 members, and NYS Village Law 7-712 authorizes Villages to establish Zoning Boards of Appeal. The Village Planning Board and Zoning Boards need members. He would like the Board to pass a resolution allowing Trustee Middleton and Trustee Comstock the authority to solicit and appoint members to the Planning and Zoning Boards. He also wanted to address the speeding on Main Street. He suggested a 4-way stop where Wilson and Hudson intersect Main St., and in addition, a speed monitor sign near the Harrison and Main intersection. Another proposal is to ask the Town of Moreau to lower the speed limit on Fort Edward Road between Bluebird and William Street. The Mayor responded that he had an upcoming meeting at the Town of Moreau and would speak with the Supervisor. There have been 2 speed signs previously ordered and the Mayor requested Chief Gifford to purchase 2 more. Trustee Middleton stated the Village is waiting for a traffic study to be done on Main and Harrison. The 4-way stop on Wilson would have to be addressed by an engineer, and the speed signs purchased at \$3,000 a piece were done outside of procurement and without Board approval. The Mayor brought up that he and Trustee Middleton have a difference of opinion on this topic. He then stated, for the record, that there are Trustees not happy with the way he has

been as Mayor, and he'd like to have those issues aired in Open Forum and in the newspaper, not in Executive Session. Trustee Middleton replied that he would prefer to address the issues during the Trustee Reports part of the meeting. Trustee Baxter finished that 4-way stops are not traffic calming devices per NYS Traffic Law. Enforcement is the most effective way to deal with speeding. The Village needs to follow a procedure and wait for a traffic engineering company study, and better know what the road can handle, instead of incorrectly spending Village monies. Trustee Middleton, with the Board's approval, could reach out to AGFTC, who is already conducting a traffic study of Harrison Ave, and see if they could increase their scope to include Main St.

- **Linda Blackburn-Winnans - 150 Hudson St. - Crossing Guard on Harrison Ave. and Main St.** She added that speeding is especially an issue during school drop-off and pick-up times, suggesting flashing lights, police presence, or signage similar to Wilson Avenue. Trustee Middleton noted the Village has mobile signs that DPW could deploy, which the Mayor agreed could help based on his experience on Harrison Avenue. The Mayor then shifted to discussing Village administration, stating efforts are underway to improve communication after past dysfunction, lack of transparency, and internal issues under previous administrations. He described challenges with executive sessions, communication restrictions, and departmental coordination, emphasizing that changes have been made to better serve residents. He also emphasized that Clerk Treasurer Berg was functioning in a mayoral capacity. He concluded that the Board works for the people and should prioritize community benefit over personal egos.
- **Harry Gutheil, Jr. - 23 Spring St.:** Mr. Gutheil wanted to know why there was an additional \$34,560 to Delaware Engineering for the closeout of the Water Meter project. Trustee Middleton responded that the additional engineering cost is covered under the grant and is force work for the delinquency and delay in this project. Mr. Gutheil requested an updated accounting record of the project. He then asked when the Ferry Boulevard project would be put out to bid Trustee Middleton answered in 3 weeks. Mr. Gutheil questioned why \$11,000 is being spent for an engineering firm to determine future water and sewer rates for the Village. Trustee Baxter answered that the Village will go into debt with the current Sewer rates, and Trustee Middleton added that the Sewer rates have not increased in the past 11 years. The Water Sewer Committee needs advice on how to proceed. Mr. Gutheil then stated he has been asking for a meeting with Trustee Middleton and the Mayor, who have not responded to him. He doesn't want to embarrass the Board, but would like to have answers and an idea of what is going on. He stated the Board is spending a lot of money. He then stated the Village spent \$11,000 for a PBA contract lawyer and asked if it also included travel time from Albany to South Glens Falls and back to Albany, to which the Mayor answered yes. The Village changed law firms to be more effective with contract negotiations. Mr. Gutheil commented, as a taxpayer, that he doesn't have any information on what the PBA's demands are or how close the Village is to closing its contract, as the Agenda doesn't give details of the Executive Session. He then stated that most of the information is confidential. He has FOILed the invoices, but they're not detailed, and he wanted to know how many hours have been spent on the PBA contract. On Agenda items 4 & 5, 2 proposals from Suozzo & Doty, he would like to see the attachments and what the rates are. He said that through reading the minutes and visiting the office that there are now 4 employees in the Clerk's Office, and wanted clarity on how it was staffed. Trustee Middleton commented that there are 3 full-time and 1 part-time employees. Mr. Gutheil then asked about an IRS voucher that had penalties. Clerk Treasurer Berg answered that he had already FOILed for that information, to which he replied that because he can't get answers to his questions, he has to FOIL. He doesn't want to bother staff with constant FOILs, but is entitled to answers to his questions. Mayor Orlow said he wouldn't go into detail, but for the last 6 months, if anyone



had questions on what took place for the last 4 years in this Village, it would be a surprise. Since April, he's had one housekeeping situation after another: internal, labor, and building up the departments again. In actuality, the Department Heads were micromanaged and did not run their departments. Things are moving at a slower pace as there is a lot of housekeeping. Before he ran for Mayor, he asked a lot of people to run, but as a Trustee, he felt responsible. He sat in this room for 4 years and, he's quoted in the minutes, got tired of all the fights because nothing got accomplished. There are 4 years of housekeeping that he's been trying to work on in 6 months. He has 3 new Trustees, a new staff, a new department head, and police contract negotiations. During his prior administration, he didn't retain lawyers and did the union negotiations internally. He has a lot of unhappy employees, some of whom have moved on. He has Trustees who feel he's incompetent. He is as overwhelmed as anyone else and is doing the best he can. If anyone wants to sit down with me, there is a lot I cannot discuss. He used Dennis Davall as an example and was glad Mr. Davall was able to work with a Trustee on the traffic situation. He hopes other residents who have concerns can come forward and work with Board members as was done in the past. The Village's reputation is one of the worst right now. He didn't want to say that, but he lives in and loves this Village and wants to see the boardroom full of residents again. The Post Star is in attendance today, and if he's doing a crummy job, he wants it stated for the public.

- **Dan Collins - 6 Wedgewood Dr.** inquired if the Public Hearing waiving of penalties would be addressed in the agenda to which Trustee Middleton answered yes. Mayor Orlow stated that in his prior administration, issues like this could be handled in-house, but he understands from the Clerk Treasurer Berg that the rules are different now. He is relearning what the Mayor's job is. Trustee Middleton then reported that during the NYCOM conference held last week, he met with attorneys attending, and Real Property Tax Law 924 states that a municipality's governing Board does not possess the authority to waive penalties, nor does any office. Delinquent taxes, as defined in Article 11, Real Property Tax Law, the governing body of the tax district can waive, but the Village does not participate in enforcing that district. Water Sewer penalty fees and Property Tax penalty fees cannot be waived for any reason. The Village does not have that authority. Mr. Collins responded that, except for his Village Property Tax bill, all the other documentation, including the Village Water Sewer bill, was sent to his updated address. He asked about the software issue that was discussed in the prior meeting. Clerk Treasurer Berg explained that a software error occurred when the assessment roll was uploaded; it did not remove the bank code from or update Mr. Collins' property tax account. The Clerk's Office receives over 1,500 property requests from the mortgage processors to print the bills according to the bank code. Mr. Collins feels he has done his due diligence. Mayor Orlow referred to Mr. Gutheil, who commented that there has to be some way to account for the mistake; if the Village is at fault, they should make it right. Trustee Middleton conferred with Attorney Nikas. Attorney Nikas shared an email from Attorney Beltramo of NYCOM in reference to Section 1182 of the Tax Law, which authorizes the Board of Trustees to cancel or reduce interest, penalties, and other charges if it is in the best interest of the constituent. It can only be waived by a majority vote of the Board after a public hearing. If the Village does this for one taxpayer, with the caveat that it does not legally have to do so for everyone else, but be prepared for everyone else who did not pay their taxes on time. Trustee Baxter commented that legally, the Board does not have to waive a penalty, but this section of the Tax Law can give the Board an opportunity, depending upon certain circumstances. It does not waive a penalty for a taxpayer who forgot to mail their payment or get it to the Village on time, but to a taxpayer who did not receive their tax bill due to a Village error.



**Motion 092425-1 to close the Public Hearing:** Trustee Baxter motioned, Trustee Comstock seconded. All in favor, motion passed.

**1. Grant Projects Update**

**a. GIGP**

- i. **Motion 092425-2 to purchase and install Octave meters with a cap of \$7,000 per unit to replace Compound meters under the grant for the GIGP Project:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** After many attempts from both the Village and the contracted engineers, it has been proven that the compound meters don't work. Octave meters can be purchased from Ferguson through the grant at \$6,000 each, with no cost to the Village, to replace them, and will close out the project. Tom Ferguson contacted Clerk Treasurer Berg, who reported \$2,100.00.

ii. **Force work**

1. **Motion 092425-3 to amend and increase Delaware Engineering's Contract to include \$34,560.00 of additional work needed for the meter project completion:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** Trustee Middleton will set up a meeting with Delaware Engineering to proceed.

2. **Technical Force Work for Village Employees of \$3,115.99 - TABLED**

3. **Administrative Force Work of \$6,719.47 - TABLED**

iii. **Project Close Out**

Mayor Orlow stated the main reason that Clerk Treasurer Berg is so involved in a lot of things is that she was not only the Clerk Treasurer, but more the Mayor, for the last 4 years. He was on the Board for 4 years and didn't know anything, and stated that she knows more than anyone in the room right now. That's one of the reasons he asked and kept her on was due to her knowledge and experience. For the record, she knows more than he does.

- b. **CDBG Grant:** Barton & Laguidice intend to have the project bid the first full week of October, pending confirmation of approval from OCR for the bid specs that were previously submitted.

2. **Motion 092425-4 to approve Transfers:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

**Discussion:** None.

- a.     A 1990.400           A 1430.404           \$927.28 PBA Attorney



3. **Motion 092425-5 to approve the Bills and Payroll as Audited:** Trustee Baxter motioned, Trustee Comstock seconded. All in favor, motion passed.  
**Discussion:** None.
- a. **General** - \$30,118.06
  - b. **Water** - \$11,558.81
  - c. **Sewer** - \$1,597.68
  - d. **Payroll** -
    - i. 09/03/25 - \$27,033.22
    - ii. 09/10/25 - \$25,715.65
    - iii. 09/17/25 - \$26,098.52
    - iv. 09/24/25 - \$31,634.43
4. **Motion 092425-6 to engage Suozzo-Dody to conduct a full Water and Sewer Rate Analysis SDA Proposal (FX 8310.411 for \$11,000.00 transfer from contingency):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** None
5. **Motion 092425-7 to engage Suozzo-Dody to compile an Infrastructure Capital Improvements Multi-Year Water System Plan Proposal based on the findings of the Hydraulic Model (FX 8310.411 for \$17,500.00 transfer from contingency):** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** None
6. **Motion 092425-8 to amend previous motion (Motion 071625-11 to approve Senior Tax Exemptions) to Local Law #2 - Senior Exemptions:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** The Board passed a motion at the July 16, 2025, Regular Village Board Meeting to amend the income limitations for persons over 65 years of age. The Town of Moreau has requested that a formal Local Law be written into code.
7. **Motion 092425-9 for Unpaid Sidewalk Invoice of \$700.00 for 79 Spring Street be added to the Village Tax bill as a Special Assessment with a final warning:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Sidewalk was completed in July 2024. The resident has failed to pay despite calls and certified mailings. Attorney Nikas stated the amount owed can be added to their Village Tax bill as a special assessment but he will make further contact with the resident in the hopes of avoiding that outcome.
8. **Bathroom Lock Procedure:** The bathrooms now have electronic locks, not deadbolts on the doors. With the upcoming cold season, the Village needs to prevent vandalism. Edwin Robbins, the Animal Control Officer and Crossing Guard for the Village, has performed this task previously and will be asked to provide his services for the Winter season. Mayor Orlow to follow up. Mayor Orlow stated that when he became the Mayor, he was told the Mayor didn't have a lot of power and was just a figurehead. He's been coasting for the last 6 months. He has suggested to the new Board and to people to educate themselves. When he was Mayor the first time, there was a whole job



description. Under Harry Gutheil, it totally changed, and the whole wheel was rewritten. Under Nick Bodkin, there was no assemblance. There are a lot of things that he doesn't share with the residents, and there's a lot of stuff that they shouldn't know, as it's embarrassing to the Board he was on. This Village used to be proud, and that has changed.

9. **Energy Audit Contract:** Andrea McMaster will be writing up our 12-month contract at \$.11/kw, which cuts our energy cost by about 40%. Other businesses are taking advantage of this. When the contract is received, the Board will review and present it at the next Regular Village Board meeting.

#### 10. Old Business

- a. **Paving Project on Main Street:** Milling will be done on October 7, 2025. DPW has asked for no parking on both sides of the street for that day. Post NO PARKING signs on poles, letters to residents, etc. Paving will be done on October 28 and October 29, 2025. No parking on both sides of the street for a couple of hours each afternoon to allow the hot top to dry, prevent damage to vehicles, and enable the new paving to be set. Again, NO PARKING signs on poles, etc.
- b. **Update on Stop Signs - Wilson Ave. / Main St.:** previously discussed in the Public Forum.
- c. **Motion 092425-11 to appoint Trustee Carota and Trustee Baxter to the Personnel Committee:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** Mayor Orlow is currently the only member of the Personnel Committee. Trustee Middleton stated that the only member on the Personnel Committee should not be the sole director of all personnel. Mayor Orlow stated that he supported the appointments, and Trustee Middleton commented that he didn't need to support the motion; the Board just needed to vote. Mayor Orlow stated he wanted to clear the air with Trustee Middleton. Trustee Middleton responded that he had scheduled 58 meetings with the Mayor, who has not attended a single one. The Mayor responded that Trustee Middleton has called him incompetent and has been yelling and screaming at him and sending him texts in the middle of the night. He stated that Trustee Middleton has been totally disrespectful, and he won't tolerate it anymore. He then said he wanted this to be printed in the Post Star. Trustee Middleton responded that he may not. Trustee Middleton handed out a list to the Board and began his report with the Water Sewer PFAs Settlement: the Village has received an initial check for \$642,000 and another check was received for \$1,437,000.00. Over the next 8 years, the Village will receive \$166,000.00 per year. If the Village had signed up for the one lump sum payment, we would have received \$1,300,000.00, earning interest. The Village did not receive this other lump sum because the email was not opened. Currently, the Mayor has not opened or responded to an email for the last 6 months he has been in office. He asked the Mayor if he was correct, and the Mayor answered that he was incorrect. The Mayor stated that Trustee Middleton had the opinion that he is incompetent and wanted to share this



publicly. Trustee Middleton believes that the Mayor has not opened or responded to any of his emails and has asked the Clerk's Office to print them out so he can read them. Trustee Middleton then asked if the Mayor knew of any other action regarding the Water Sewer PFAs, to which the Mayor answered that he did not. Trustee Middleton continued that he took it upon himself, since the Mayor did not, and has been in contact with the Dupont settlement coming in by the end of the year for \$387,000.00 minus fees. BSAF and Tysco will be totaling about \$300,000.00 less fees that will hit the next quarter. Ten other companies are in settlement talks now that should be closed out by the middle of next year. Those companies and amounts have not been disclosed. He has set up a meeting with the attorneys from the law firm to discuss CERCLA funds that may be available to the Village for a continuous revenue source. To be part of these actions, you have to respond to their emails. He referred back to the PFAs settlement that if the email had been answered, the Village wouldn't have incurred the 3.5% penalty for administrative and attorney fees and would have had an additional \$1,200,000.00. Trustee Middleton asked the Mayor if he was correct and if he had a comment. The Mayor replied, "If you say so," and asked if Trustee Middleton was done. Trustee Middleton responded that he was not, and then reported on the numerous calls and emails from companies and residents that have not been returned. Trustee Middleton stated that he is in the office 6 hours a day and hasn't seen the Mayor in 3 weeks. The Mayor was signed up for two NYCOM conferences that he did not attend. The Village paid for one, and for some reason, the Mayor left after arriving. Trustee Middleton paused and asked if he had left. The Mayor did not answer but asked Trustee Middleton to continue. Trustee Middleton said that the Mayor left the conference. In his opinion, not speaking for the Board, the Mayor doesn't know what he's doing. Mayor Orlow first responded to the NYCOM incident. He and his husband both took off from work and paid for the hotel room. Upon arrival, the desk clerk couldn't find his reservation. He asked the desk clerk to cross-reference the NYCOM conference, and there was no information about his registration there. He was quite heated and expressed that to Clerk Treasurer Berg. Superintendent Chagnon later told the Mayor that he was being set up and they would never have done that to former Mayor Bodkin. Mayor Orlow stated he would let the issue go. Trustee Middleton asked if Mayor Orlow attended the conference. Mayor Orlow responded that they couldn't find his name, and he left in a huff. Trustee Middleton stated that every other employee attended the conference and did not have a room. Mayor Orlow responded that he paid for a room and planned on staying there. Mayor Orlow stated that he did show up, circumstances prevailed, and he gave the benefit of the doubt to everybody. Trustee Middleton started to comment, and the Mayor told him that he had his minute and now it was his. The Mayor then responded to the unread emails. The Village is undergoing a 5-year audit, and the auditors will be at the Village Office for about a year. Having gone through 4-5 audits during his first administration, he wanted them to have a private room to go through the last 5 years of information. He then commented that he was embarrassed to have been a part of that time period. The office he had previously, when he was Mayor, is now the Building and Codes office, and



the Building and Codes office is now storage. He was told that if he needed an office to contact the DPW. He contacted DPW, who told him they wouldn't do it, so he came in with his own crew. They moved the cabinets and boxes, painted, brought in the furniture the Mayor furnished, and now he has an office. For a while, he didn't have a computer. He stated he is not an IT person and asked the Clerk's Office for assistance since the Clerk's Office used to be the support staff for the Mayor. He was told they have their own duties, so a part-time employee was added to assist him. The Mayor had a conversation with Clerk Treasurer Berg about not only needing to know what a Clerk Treasurer does, but also training 3 new staff and working with him, as he has no idea what is going on because the job has changed. The Mayor then thanked Harry Gutheil for all his emails, even though he didn't like how many there were. He then said that during Nick Bodkin's administration, he never came into the office or did much of anything, which is why he refers to Clerk Treasurer Berg as the Mayor. He then started to look at all the emails and to simplify what was immediate, Clerk Treasurer Berg assigned Deputy Clerk Treasurer Gollhofer to go through them every day. The Mayor then addressed his office attendance by stating he had a full-time job. The Mayor said that Trustee Middleton told him that the Trustees are supposed to complete 30 hours a month, and the Mayor 50 hours. Trustee Middleton interjected that the Mayor was wrong with that statement. The Mayor asked if he allowed Trustee Middleton to speak. Trustee Middleton continued that he could show the Mayor, in writing, that sets the boundaries of what the Trustees and Mayor should be working from the NYSLRS retirement account. Mayor Orlow asked if Trustee Middleton was done. Trustee Middleton replied no, but that the Mayor could finish. Mayor Orlow thanked him for allowing him to continue. Mayor Orlow then shared that he had been dragged into running for Mayor, wanted to clear the air, and have all issues written up in the newspaper because he doesn't mind. He's doing the best he can. "Hell no", he did not want to be here, but gave his word. Trustee Middleton had asked him to run, and only hesitated to research who he felt he could work with, and who's going to be doing a good job. Mayor Orlow said to Trustee Middleton quite a few times that he should be the Mayor, and stated that Trustee Middleton told him, "they don't shoot the Vice President." Mayor Orlow then referenced that Mr. Gutheil can agree he's not a good "yes" person. He will do what he feels is going to benefit the people in this Village. As for failure to engage in day operations, he is at the Village office every day. If he doesn't answer his calls, he does have a job, and he does respond ASAP if he's notified. Touching on failing to engage on a day-to-day basis, he's been down at the DPW and the Police Department. He's engaged in the community, doing what he feels the Mayor should be doing for good housekeeping. If there is a good Board of Trustees, as he had in his first administration, which he inherited, and they did their job during the last administration. There were memos sent out that the Trustees weren't supposed to be talking with anyone, and he has those memos. Responding to the fact that the planning and zoning board was not seated, he has spoken with several people and was told they weren't interested. He has relayed that information to Trustee Middleton. Mayor Orlow then stated that if anyone in the Village knew of



someone, please reach out to him. Mayor Orlow pointed out that there are some things that the Mayor can do and later notify the Board ASAP, or that was how it used to be. He then asked Mr. Gutheil to correct him on that. Mayor Orlow stated that he felt that "obviously, they have a problem with that," referencing the Clerk's Office opening his emails. Clerk Treasurer Berg noted that she was not getting drawn into this. Mayor Orlow responded he didn't say her name, and that he meant the Board. Clerk Treasurer Berg disagreed that it was how it sounded. Mayor Orlow responded she could take as much offense as she wanted but it was not directed at her. He then stated that they had come to an arrangement. It didn't come from anyone. Clerk Treasurer Berg has access to the Mayor's emails through the resolution that the Board made. Trustee Middleton stated that he answers all the questions here. Mayor Orlow stated that he assigned Trustee Middleton to a certain committee. He did not want to get drawn into a "He said, She said" discussion. Mayor Orlow stated that he felt the Trustees should learn what their job is just like he is. Mayor Orlow also stated "the general consensus is that there are a couple of people here that would like to see me gone. If that's the case, if the Board decides I'm incompetent. I'm doing the best I can at this point. I inherited this sh-t show from the last four years. And, as TJ said, they never would have treated Nick that way. Harry, you would never tolerate any of this and I wish I could be a lot more like you. So that's my version of it." Mayor Orlow asked the Board if anyone had any input. The majority of the Board declined to address the Mayor's comments. Trustee Comstock stated he felt the work is not being done. He has offered to be available for whatever committees the Mayor would like him on. "It seems like there are a lot of important things that you should be addressing that aren't getting addressed." Mayor Orlow stated he's been cautious because he's been told that the Board controls the show and he has no authority. He suggested that Trustee Comstock should find out what his job description actually is. He has also been told that this is a soft mayorship where the mayor doesn't have any say on anything. He has contacted Saratoga County Civil Service to find out how things changed under former mayor Bodkin. He also stated he appreciates that Trustee Middleton is able to spend so much time at Village Hall. He feels there is so much that we have to do in the course of a new administration, between hiring new employees and addressing the tension among the employees. "Why did TJ, who ran a department for 16 years and did a great job, why are people leaving? My point is, you've got to have a stable department and stable staff before you move on with other stuff. And there's a lot of stuff that I'm really not at liberty to discuss. People have come to me, and I've said we're going to play it out. I was sworn in on April 7th. The week that you guys were gone, I was here every day. I'm in this office every day. I might miss a day, or I will call and say I'm going to be here."

Trustee Middleton made a motion [092425-12](#) to censure the Mayor.

Mayor Orlow asked to explain what censure meant. Trustee Middleton responded, "Censure is essentially an act of disapproval". Mayor Orlow shared that he had spoken to Trustee Baxter and that he has agreed to be the Deputy



Mayor. He felt Trustee Baxter had an outlook for this community that would be beneficial. The Deputy Mayor can, if the Mayor is unable, run a meeting or fill in for the Mayor if something comes up. Mayor Orlow shared that, until recently, he wasn't sure if his cancer had reoccurred, and he knew people in attendance could appreciate that. He wanted to be sure and had some other medical stuff going on that he was not afraid to share. He restated that, while he was running for Mayor, there would be a lot of stuff that he didn't have the time to do. He has a lot of housekeeping to do with personnel and committees. Trustee Middleton commented that the Mayor has said this repeatedly, and it almost sounds like he's not in a position to do the job. Mayor Orlow shared he just received word that he had a 10-year clearance, and he was cancer-free. Trustee Middleton responded that it just seemed like he had so much going on outside of the Village that he couldn't focus. Mayor Orlow stated that his focus was on the Village, and he wished it weren't. Trustee Middleton replied that it wasn't based on his actions. Mayor Orlow said if people wanted him to resign, he had no problem with that. He's just someone who might be the Mayor and doing the best he can with everyone having an opinion. Trustee Middleton asked if he felt like he was doing a good job. Mayor Orlow responded that he's doing the best he can with what he's been given, yes. He commented on a plan he had in place to have the Clerk Treasurer's office staffed, and that Trustee Middleton worries about the Clerk Treasurer. "Because if the Clerk Treasurer is doing their job and it's no offense to you, they are the running aspect. As you put it, it's a part-time job, and no one's going to tell me what to do." Trustee Middleton stated he never made that comment. Trustee Middleton asked Mayor Orlow to give him three things that he's done outside of DPW and PBA contract, and setting up his office. Mayor Orlow responded that he's overseen what he had assigned to Trustee Middleton. Trustee Middleton responded that he had not been assigned all the work that he had done and had done so on his own. Mayor Orlow said he would not dispute Trustee Middleton and that he had a right to his opinion. Mayor Orlow then said he wasn't going to give credibility to this whole sh-t show. He understood some of the dynamics that were happening, and he would prefer them not to be in the open. Trustee Middleton stated that Mayor Orlow had wanted this discussion in open session. Mayor Orlow replied that he did want an open session. Trustee Middleton again asked Mayor Orlow to name three things. Mayor Orlow responded that he's not stepping down and that Trustee Middleton could have his opinion. Trustee Comstock commented that Trustee Middleton is at the Village Office every day, working with NYCOM, and working with the lawyers. He continued that Trustee Middleton has a lot on his plate, is organized, retired, and is working his tail off every day. He commented that Trustee Middleton probably makes about \$2.00/hour because he puts so many hours into the job. Trustee Middleton then told Mayor Orlow that he made \$150.00/hour in comparison. Trustee Comstock admitted he had not done much work, but his health was improving, and he had recently been able to contribute more. Mayor Orlow stated that Trustee Comstock could bring up a health issue, but that his health had no relevance. Trustee Comstock continued that Mayor Orlow had so much going on with his health, relationships, outside life, and business that there isn't time to



focus on the Village. Mayor Orlow clarified that when Trustee Middleton approached him about running for Mayor, he hesitated for many reasons. It was not what he wanted to do; no one else wanted to, and he had a lot of stuff going on. Trustee Middleton retired from his position as a crossing guard and had the flexibility, which was another reason he was appointed Deputy Mayor. He didn't feel it was a good mix, but that was his personal thought. Mayor Orlow then asked the Board what they wanted to do: "resigning, I'm not, so impeach me or whatever the hell you want to do." Trustee Comstock replied that the Board doesn't have the authority, but as a group, the Board felt the work was not being done. Trustee Baxter abstained from any comment. Mayor Orlow asked if there was anything explicit about what he should be doing. Trustee Carota wanted to move this discussion to Executive Session. Mayor Orlow replied that he did not want this in Executive Session. "It's about me, and I think I have a choice about where I want it. I'm not going to hide behind Executive Session." Trustee Carota abstained from any additional comment. Trustee Middleton added that the original direction was for an Executive Session, and the Mayor called for this to be in open forum. Mayor Orlow agreed and added that there's been too much behind the scenes in the last four years. It got so that all that happens is a fight in executive session. Trustee Middleton replied that that was what the Board was doing. Mayor Orlow stated he was there for the people. He addressed Mr. Gutheil about how the Trustees didn't know what was going on and how he had to ask a lot of questions during meetings, and appreciated that he asked all those questions. Trustee Middleton wanted to know what Trustee Comstock's question was. Trustee Comstock asked about the water tower update. Mayor Orlow replied that Attorney Nikas was working on it. Attorney Nikas replied that he was not. Mayor Orlow commented that he believes in delegating and that he is not a one-man show. Department heads should be able to do their jobs without being micromanaged, and committees to do their job with the Mayor as an overview. He is reacquainting himself with the current Mayor's job, noting that the position has changed from his first administration, and the Mayor has no responsibilities except for overseeing things. He then asked if the Board had any questions. Trustee Carota asked about the committee appointments and for a copy of them. Mayor Orlow told Trustee Middleton that Clerk Treasurer Berg suggested he be put on most of them. Trustee Middleton asked Clerk Treasurer Berg about the committee assignment suggestion. Mayor Orlow said Trustee Middleton was appointed to several committees, most importantly, the Water Sewer committee. His appointment to the other committees was at Clerk Treasurer Berg's suggestion, following Trustee Gutheil's retirement. Mayor Orlow said that Trustee Carota had served on previous committees. Trustee Carota replied that he has not been asked to be on a current committee. Mayor Orlow admitted it was his fault. Mayor Orlow asked if the Board was done with how awful he is, to which Trustee Middleton replied that this would be continued in Executive Session.

## 11. New Business

- a. **Board Policy for Waiving of Penalties - TABLED**
- b. **Motion 092425-13 to approve the Annual Alarm Inspection quote of \$960.00**



**from Foresight:** Trustee Baxter motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** The quote includes all three buildings.

- c. **Motion 092425-14 to approve the Waiver of 30-day Notice Requirement - 35 Main Street for O'Malleys:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** Clerk Treasurer Berg referred to the packets distributed to the Board.

- d. **Employee Payout - 24 hours Personal Time - TABLED**

**Discussion:** Clerk Treasurer Berg asked the Board to approve the payment of 3 personal days to Gavin Holligan, who was terminated. The Board decided to table for more information.

## 12. Trustee Reports

- Trustee Comstock reported that a resident from Stewart Avenue has a new neighbor who is using a bow-and-arrow in his backyard. The resident called the Police Chief, who told him that we don't have any ordinance against it. He called DEC, who told him that any bow-and-arrow use has to be more than 250 feet from any building. Attorney Nikas stated it is a penal issue and needs to be followed up by the Police Department.

**13. Mayor's Report:** The Mayor reported he is doing many things behind the scenes: trying to empower the department heads and personnel to make sure the Village has personnel. He said that although he has a full-time job in addition to being the Mayor, he comes into the Village office every day and can be reached by either phone or email. In the first three months, he did not have an office or a computer, and did not have a lot of access to anything. Trustee Comstock asked why the Mayor did not access his email from home which the Mayor replied that he's not computer savvy. He came into the Clerk's Office and set up to have the emails read there. He now has that set up in his office. Mayor Orlow also stated that if anyone wants to interview him, he'd be happy to speak to them.

- 14. Motion 092425-15 to adjourn the Regular Village Board Meeting at 9:05 pm and enter into Executive Session for PBA Negotiations and Grievance Received:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

Trustee Middleton left Executive Session at 9:15 pm.

- 15. Motion 092425-16 to adjourn executive session at 9:46 pm and enter the Regular Village Board Meeting with no action taken:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

- 16. Motion 092425-17 to adjourn the Regular Village Board Meeting at 9:47 pm:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

**Attached is the Post Star Article printed September 27, 2025 - Discord exposes SGF trustee's mistrust in mayor, by Alex Portal.**

DRAFT



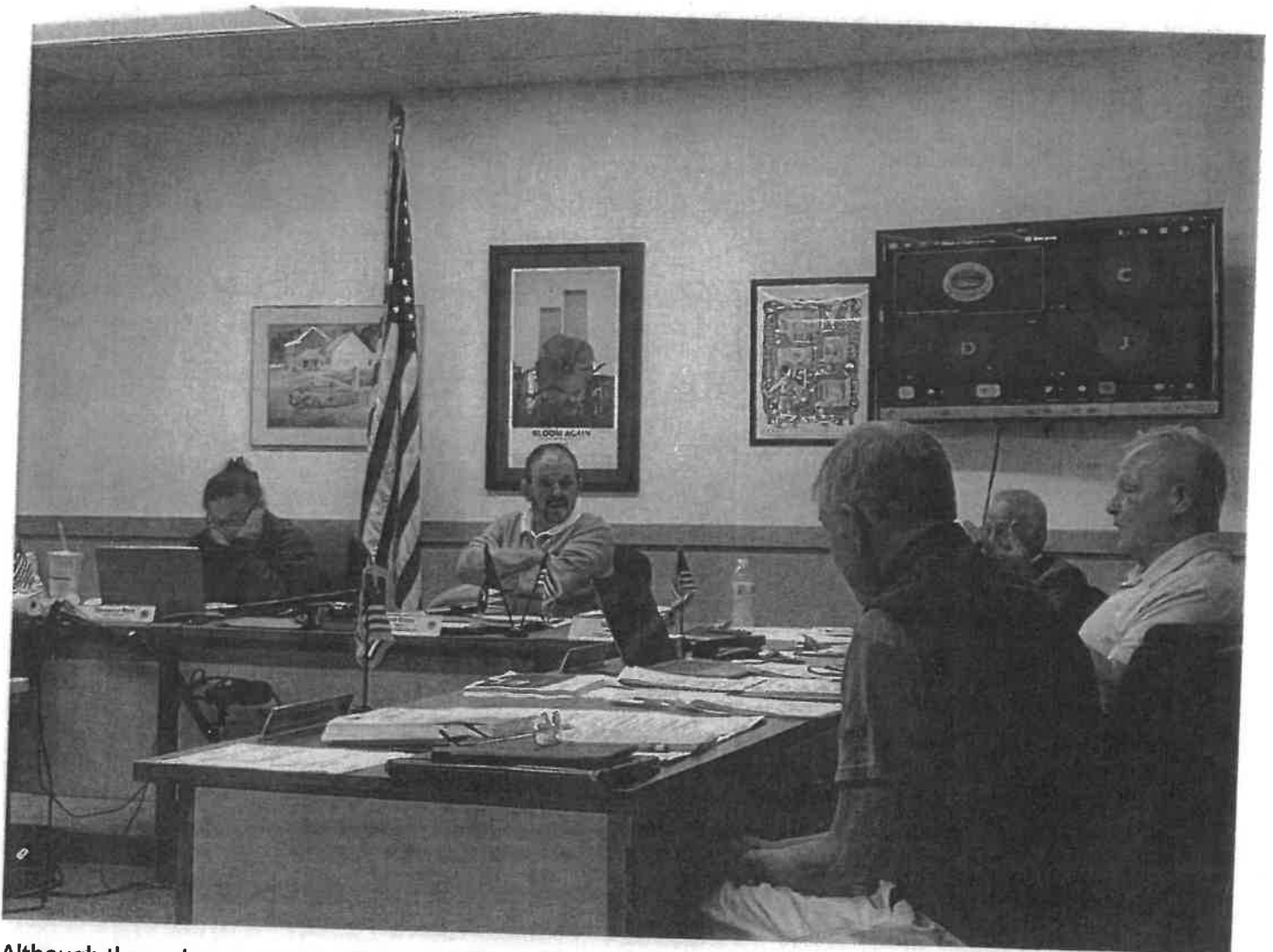
[https://poststar.com/news/local/article\\_1597ea2f-cd9e-4e55-8d90-69e7ebc76ff6.html](https://poststar.com/news/local/article_1597ea2f-cd9e-4e55-8d90-69e7ebc76ff6.html)

FEATURED TOP STORY SPOTLIGHT

## Discord exposes SGF trustee's mistrust in mayor

Alex Portal

Sep 27, 2025



Although the exchange was largely cordial, South Glens Falls Mayor Joe Orlow, middle, and Trustee Claude Middleton, right, clashed during Wednesday's meeting.

Alex Portal

Alex Portal

**S**OUTH GLENS FALLS – After running together on the Republican ticket, South Glens Falls Mayor Joe Orlow and Trustee Claude Middleton publicly clashed at Wednesday’s board meeting, with Middleton calling for Orlow’s resignation.

“Resigning, I’m not, so impeach me or whatever the hell you want to do,” Orlow said in response.

Tensions between the two had been mounting throughout Wednesday’s meeting, but the argument came to a head as Middleton addressed committee appointments.

“We’re extremely delinquent in our committee appointments... which should have been in the organizational meeting, but they were not, and they haven’t been completed in the last six months,” Middleton stated.

Orlow agreed with Middleton’s motion to appoint trustees Zach Baxter and Tim Carota to the Personnel Committee but followed up by defending the amount of time that had lapsed as an attempt to be sensitive to the trustees’ work and home life schedules.

### **People are also reading...**

- 1 Tractor trailer rollover closes I-87 southbound at Exit 20 in Queensbury**
- 2 Update: Burglary suspect found**
- 3 20-plus properties up for bid at Warren County property auction Oct. 18**
- 4 Lake George island mansion listed for \$10.8M**

“Assigning people to boards and things that they don’t have time to do is counterproductive,” Orlow said. “If they’re comfortable I would support that, because I’m trying to delegate things out and my goal, first of all, was to get the departments operating properly...”

Orlow was cut off by Middleton.

"Joe, you don't need to support it, you need to make the vote," Middleton said.

"I know what I need to do," Orlow responded. "Let's clear the air."

This was the first display of any grievances with Orlow's leadership made in a public forum, but it was obvious from the conversation that behind-the-scenes encounters had taken place. Orlow accused Middleton of "yelling and screaming" at him and send insulting text messages to him in the middle of the night.

"You've been totally disrespectful, and I won't deal with somebody who feels that's the way of doing things," Orlow said. "Let's get this stuff cleared out, I want this in The Post-Star."

Middleton obliged by handing out a list to the other board members of accusations against Orlow he had assembled, including the lack of committee appointments, "failure to engage in day to day operations," "taking actions that require board approval without having it," and "failure to open or respond to emails." As part of the failure to open or respond to emails, Middleton accused Orlow of costing the village a \$1,284,239 payday, which he claims the village would have been eligible to receive as part of its PFAS class action suit against 3M Co., had Orlow responded in time to an email offering a lump sum rather than staggered payments. Instead, that money will be dispersed to the village over the course of eight years.

"So, we could have had [\$1.3 million] additional in the bank today," Middleton said.

"Earning interest," Trustee Keith Comstock added.

Orlow repeated the claim that he had inherited a "very interesting mess" from the past two administrations, which required a lot of "housekeeping." He said that for the first few months of his administration, he didn't have a working village-issued computer or an office from which to work. Once he did have access to the mayor's email account, Orlow said he discovered that there were several correspondences

regarding ongoing issues with which he was unfamiliar. He assigned a member of the clerk/treasurer staff to sort through his emails and forward any that needed immediate attention from the mayor.

“So, that I thought was being taken care of,” Orlow said.

Middleton further accused Orlow of not being present in the office or attending scheduled meetings. Specifically, he pointed out a New York Conference of Mayors event in Bolton Landing that Orlow was scheduled to attend but turned away.

Orlow responded to that accusation, explaining that he and his husband had taken time off from work to make the trip a mini working vacation. When they arrived at the hotel where the conference was taking place, Orlow said the front desk had lost his reservation for both the booked room (which he paid for) and the conference.

“They couldn’t find my name, I left in a huff,” Orlow said, adding that he was told by other village officials who were attending the conference that he had been “set up.”

As for failing to engage in the day-to-day operations of the village, Orlow outright disavowed the claim.

“I’m here every day,” he said. “I’ve been down to the DPW, I’ve been down to the police department; I’ve engaged in the community doing what I feel the mayor should be doing.”

At several points the fact that Orlow maintains a full-time job outside of his mayoral responsibilities was brought up as an explanation for his delegating much of the committee work to Middleton, who is retired. Much of Middleton’s consternation stemmed from what he feels is an inappropriate amount of responsibility put upon his shoulders.

“You didn’t act on anything, you haven’t talked to anybody,” Middleton said. “That’s why I answer all the questions here.”

Orlow also added at several points that he was reluctant to enter the mayoral race to begin with due to his personal obligations.

“Hey, I’m doing the best I can to be the mayor. Did I want to be here? Hell no,” Orlow said.

Comstock backed Middleton’s assessment, commented that Middleton is “working his tail off every day.” A member from the audience chimed in saying, “I can attest to that.”

Comstock said it seemed Orlow was unable to give the village the attention it needs from the mayor’s position.

“It just seems like there’s a lot of important things that you should be addressing that aren’t getting addressed,” Comstock stated.

“My focus is on here, I wish it wasn’t,” Orlow replied.

Middleton asked Orlow to name three things that he had accomplished outside of finalizing the DPW union contract and staffing the clerk/treasurer’s office. Orlow refused to answer.

“I’m not going to answer that,” he said. “I’m not going to give credibility to this whole shitshow.”

Shortly after that exchange, Middleton called for Orlow to resign.

“I’m here to represent the people so if the people feel I’m not doing a good job I want to hear that from them,” Orlow retorted.

According to the New York State Comptroller’s Office, there is no constitutional provision or general state statute that allows for a recall vote between scheduled elections.

“If somebody claims that an official isn’t doing his or her job, that’s a matter of opinion and to determine whether that opinion is valid or not, that’s why we have elections,” explained village attorney Bill Nikas.

Currently, the governor holds the only power to remove a seated mayor of New York; and only then under extreme cases of malfeasance.

In March, Sen. Jim Tedisco (R, C – District 44) introduced a measure that would have allowed for citizen-led recall votes for statewide elected officials. The measure was not adopted.

At no point Wednesday did any of the trustees assume a threatening or aggressive stance towards one another, voices were barely raised. The conversation lulled and Orlow asked if any other members of the board would like to weigh in. Baxter said he would “abstain from this one.” Carota agreed that he didn’t think the work was being done but declined to go into any further detail.

“I’m not going to make any comments on this discussion in an open forum,” he said.

The meeting continued and the board entered executive session to discuss labor contracts. Middleton left the building before the executive session had ended. When the board opened the doors to the chambers, they had already concluded executive session and closed the regular board meeting with no further action taken.

A full recording of Wednesday’s meeting will be available on the **village website** in the coming days.

Alex Portal is a staff writer. Contact: 518-742-3274, [aportal@poststar.com](mailto:aportal@poststar.com).

**By Alex Portal**  
reporter

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Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
December 17, 2025  
Regular Village Meeting @ 7:00 PM

**Regular Village Board Meeting**  
MAYOR JOSEPH ORLOW PRESIDING  
Minutes

**Attendance:**

Mayor Orlow  
Trustee Baxter  
Trustee Carota  
Trustee Comstock  
Trustee Middleton  
Attorney Bill Nikas  
John Cox  
Nathan Voorhis  
Ben Vaillancourt  
Tim Snowball  
Austin Reynolds  
Bonnie Distasio  
Corey Kellogg  
Harry Gutheil  
Anthony J. Defazio  
Mnorman

Clerk Treasurer Samantha Berg  
DPW Superintendent Alan Dubois  
Chris Rich  
Xavier DeRush  
CJG  
Bruce Lant  
John Smith  
Brandon Hayes  
Tyler Corlew  
Tim Pease  
Tanner Distasio  
Robert Chadwick  
Pete Corlew  
Reed Antis  
DCT

The Mayor opened the meeting at 7:00 PM.

Pledge of Allegiance

**Public Forum**

- 1. Joint Fire Protection District discussion:** John Cox asked the Board why the Fire Department's annual budget contract, which expires 12/31/25, has not been put on the agenda. The Fire Department has dutifully submitted both a 6-month and a 12-month budget contract, along with paperwork requested by the Board. Trustee Middleton responded that the Board, as a whole, has not met to discuss its contract and offered to set up a meeting. Mr. Cox will reach out to their attorney for their availability and contact Trustee Middleton. Charlie Granger asked about the difference between the Fire Department Village vs. Fire Company Inc., and then inquired about the Village's firetruck and its needed upgrades. He then asked about the budget contract negotiations with the Village. Mr. Cox responded that the Village hasn't talked to them. Harry Gutheil commented, as a previous Mayor and Board Member, that the Fire Department's current situation is disappointing. He then stated that he follows the meetings even when he is not in attendance. Mr. Gutheil referenced a Grievance filed, looking at the Village attorney expenditures YTD, that there has been \$25,000 to an Albany firm. He questioned why there isn't a PBA contract done with only 2 union members and would like any updates. He noticed a September Financial Report on the

agenda, questioned where October and November's Financial reports were, and asked for that information to be attached to the agenda for public review before the meeting, instead of having to FOIL for the information, which can take almost a month to receive. Mr. Gutheil then referenced the trees to be taken down and hoped more would be planted. Lastly, he asked if the RBT audit was completed. Trustee Middleton responded that the audit has not been completed. Mayor Orlow responded to the attorney's cost that if he had been allowed to do his job for the last 7 months, the Village would not have incurred this kind of debt, and there are Board members present who feel he can't do any of this. Trustee Middleton began to respond, but Mayor Orlow continued that Trustee Middleton is more the Mayor than he is. Trustee Middleton corrected the Mayor and stated that he has not spoken to the Police Department about their contract or to the PBA attorney. Mr. Gutheil stated that as a taxpayer, he wants to know where the money is going and being spent.

**Motion 121725-1 to renew the request for the NYS Assembly and Senate to reduce and pass legislation in the 2025 Session which will permit the Town of Moreau to extend the Town's Fire Protection District into the Village of South Glens Falls and to place the South Glens Falls Fire Company, Inc. under the sole control of the Town of Moreau for all reasons under the law:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

**2. Grant Projects Update**

- a. **CDBG Grant:** Signed forms have been received. Pre Con meeting will happen in February or early March with the contractor.

**3. Motion 121725-2 to approve the Bills and Payroll as Audited:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** None

- a. **General** - \$37,825.99
- b. **Water** - \$9,243.04
- c. **Sewer** - \$4,030.26
- d. **Payroll** -
  - i. 12/03/25 - \$25,757.96
  - ii. 12/10/25 - \$27,268.56
- e. **Special** - \$7,215.00

**4. Motion 121725-3 to approve the Medicare Reimbursement for Retirees of \$7,215.00:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

**Discussion:** None

**5. Motion 121725-4 to approve 11/19/25 Minutes:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** None

**6. Motion 121725-5 to approve 12/03/25 Minutes:** Trustee Middleton motioned, Trustee Comstock seconded. Mayor Orlow - yes, Trustee Baxter - abstained, Trustee Carota - abstained, Trustee Comstock - yes, and Trustee Middleton - yes, motion passed.

**Discussion:** Trustee Carota and Trustee Baxter were not present at the 12/03/25 Regular Village Board Meeting.



7. **Utility Accounts Audit:** Clerk Treasurer Berg reported that it doesn't look like the Village will be changing the structure, but the rates and minimums. The Clerk's Office will need time to review each account to ensure everything is correct for the April billing. She raised a concern about having sufficient time, in addition to their other office responsibilities. Trustee Baxter replied that any overtime needed to complete this project would be supported by the Board.
8. **Motion 121725-6 to approve the existing FEMA Hazard Mitigation Plan:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** None
9. **Motion 121725-7 to approve the cost of removing DPW-identified dead and potentially hazardous trees in the Village:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** This will also include a tree replacement plan for the Village.
10. **Motion 121725-8 to approve the September Financial Reports:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Harry Gutheil requested that these reports be attached to the agenda and made available online. Clerk-Treasurer Berg explained that, because the reports contain bank account information and specific personnel financial details, a redaction process would be required before they could be posted. She offered instead to include a Revenues and Expenditures report.
11. **Old Business**
- a. **48 Harrison Avenue:** The lienholder of the property has stated they are not responsible. Trustee Baxter will follow up on the Letter of Condemnation from Building and Codes and contract bids for the Village to proceed. Mr. Whiting, the owner, thinks he had insurance and had received a check for \$180,000, but, due to his state of mind at the time, ripped it up. If he did that, hopefully it's still payable, and the Village can get the lender to cooperate, as it would cover the balance of his mortgage and the demolition. He has agreed for Attorney Nikas to access his records from the insurance company and the lender to see if there is money available to reimburse the Village, and is serving him an Authority of Consent.
- b. **Water tank powerwashing and inspection - TABLED**  
**Discussion:** Trustee Middleton reported that he has a couple of quotes, but he and Trustee Baxter have to do some research with DPW Supervisor Dubois.
- c. **Motion 121725-9 to approve the \$3,668.92 payment for and move forward with the RISE project from General Fund Balance:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** This project will replace most of the DPW lighting to LED, DPW exterior and interior lighting, Pump House, Fire House, Water Treatment, Aquifer, Museum, and museum bathrooms.
- d. **Motion 121725-10 to approve North Country Janitorial for the cleaning of the Fire Department and Museum Floors for \$1,784.50:** Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.  
**Discussion:** None



## 12. New Business

### a. Employee & Elected Official Travel & Training Policy - **TABLED**

**Discussion:** Trustee Middleton has been working on a Travel & Training Policy with Attorney Nikas and Deputy Clerk Treasurer Gollhofer. There are a few changes that need to be made.

### b. Motion **121725-11** to approve the Annual Membership in the Saratoga County Highway Association for the DPW Supervisor (A 1640.410 - \$100.00): Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

**Discussion:** None

## 13. Trustee Reports

- Motion **121725-12** to approve Suozzo Dody & Associates Proposal #25-098 Water Main Replacement for Tasks 01: Topographic and Utility Survey, 02: Subsurface Soils Investigation, and 03: Contract Documents, Permitting, and Opinion of Probable Cost for Baker Avenue for \$65,510.00 to be funded with PFAs Settlement monies: Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

**Discussion:** Trustee Baxter handed out Suozzo Dody & Associates Water Main Replacement - Baker Avenue Proposal for Board approval. This proposal covers the design phase of the project, which will make it "project-ready" for implementation. Suozzo Dody can prepare the DOH-approved plans necessary for the grant process that the Board agreed will fund the rest of the project.

## 14. Mayor's Report: None.

15. Motion **121725-13** to end the Regular Village Board Meeting at 8:13 pm and enter into Executive Session for PBA Negotiations, Grievance, Fire Dept Contract, Possible litigation: Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

Mayor Orlow left after the Regular Village Board Meeting at 8:13 pm and did not attend the Executive Session.

16. Motion **121725-14** to adjourn the executive session at 9:19 pm and enter the regular session with no action taken: Trustee Middleton motioned, Trustee Carota seconded. All in favor, motion passed.

17. Motion **121725-15** to create a committee of two Board members for Fire Company Negotiations, Trustee Middleton and Trustee Carota, to be empowered to bargain on all negotiations on behalf of the Village with the Fire Company Representatives and their Attorney: Trustee Carota motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** None.

18. Motion **121725-16** to have the Police Committee (Trustee Baxter and Trustee Carota) to be empowered to bargain on all negotiations on behalf of the Village with the Police Union Representatives and their Attorney: Trustee Carota motioned, Trustee Comstock seconded. All in favor, motion passed.



**19. Motion 121725-17 to adjourn the Regular Village Board Meeting at 9:25 pm: Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.**

DRAFT



**CARDIAC LIFE PRODUCTS**

850 Saint Paul Street, Ste 44  
Rochester, NY 14605-1065  
+15852677775  
www.cardiaclife.net



**Estimate**

**ADDRESS**

Village of South Glens Falls  
Accounts Payable  
46 Saratoga Avenue  
South Glens Falls, NY 12803

**SHIP TO**

Village of South Glens Falls  
46 Saratoga Avenue  
South Glens Falls, NY 12803

**ESTIMATE**

**8216**

**DATE**

**01/05/2026**

**PREPARED BY**

**ER**

**SALES REPRESENTATIVE**

**S**

DATE	DESCRIPTION	QTY	RATE	AMOUNT
M-COY1	AED Program Management Choice Package 1 yr Medical Direction and AEDSafetrack.	2	207.00	414.00
M-8000-1110-01	PlusTrac Professional1 : One (1) year Professional AED Program solution including PlusTrac online management program for a single (1) AED or single (1) Mobilize Rescue System, complete client implementation support, EMS registration and agency filings as well as legislative and regulatory support. A Rescue Ready Services account manager will work directly with you to ensure compliance. Medical prescription included. compliance and an effective program is established. Medical prescription included.	2	0.00	0.00

Service Period: 4/1/26-3/31/27

SUBTOTAL	414.00
TAX (8%)	0.00
<b>TOTAL</b>	<b>\$414.00</b>

Accepted By

Accepted Date

**CARDIAC LIFE PRODUCTS**

850 Saint Paul Street, Ste 44  
Rochester, NY 14605-1065  
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South Glens Falls, NY 12803

**SHIP TO**  
Village of South Glens Falls  
46 Saratoga Avenue  
South Glens Falls, NY 12803

**ESTIMATE** 3787  
**DATE** 01/05/2026

**PREPARED BY**  
ER

**SALES REPRESENTATIVE**  
S

DATE	DESCRIPTION	QTY	RATE	AMOUNT
A-G5A-80C-S	Cardiac Science G5 AED, Fully-Automatic with ICPR. Includes: Battery, ICPR Electrode, Carry Sleeve, AED Manager, USB Cable, and User Guide. 6 year warranty and 2 additional years after registration with ZOLL.	2	1,763.99	3,527.98
E-XELAED003C	Cardiac Science Powerheart IntelliSense G5 Pediatric Electrodes. The electrode pads have up to a 2-year shelf life. Alternate part #XELAED003A	2	101.56	203.12
Discount	G5 Rebate for Heartsine	2	-150.00	-300.00
SUBTOTAL				3,431.10
TAX (8%)				0.00
TOTAL				<b>\$3,431.10</b>

Accepted By

Accepted Date



**ZOLL REBATE LETTER**

Cardiac Life is pleased to partner with Zoll to offer customers an AED Trade Rebate to be used toward the purchase of new Zoll AEDS.

Please follow the instructions below and return a signed copy of this letter and the AED TRADE-IN PROMOTION FORM to take advantage of the REBATE.

Attached is your quote for new Zoll AED(s). Please note the rebate discount has already been applied. Should you wish to proceed with an order, please email a PO or Voucher, call to pay with a credit card, or send payment to the address provided on the quote.

You will also need to complete and return the attached AED TRADE-IN REBATE FORM. Everything must be filled out, except for the serial number(s) of your new AED(s), which we will complete, and the Tracking Number for the return of your old AEDs to Zoll, which you will need to email to us within (30) days of receipt of your new AED(s). If we do not receive the Tracking Number within (30) days, we will remove the Trade Rebate, and send an additional invoice that will be the dollar amount of the rebate discount that was applied to your order, which will be due upon receipt.

Be sure to keep a copy of the AED TRADE-IN REBATE FORM, to be included with your old AED(s), which you will need to ship to the address on the form, within (30) days of receipt of your new AED(s). Please note that your trade AED(s) DO NOT SHIP TO CARDIAC LIFE. They need to be shipped to the address on the bottom of the attached form. Please also note that ONLY THE AED needs to be returned. DO NOT return batteries, cases, electrodes, etc. The cost of shipping is the responsibility of the customer. Please write "Cardiac Life" on the inside of the box tab so your trade-in can be processed quickly.

If you have any questions or need assistance completing the attached form, please let your sales rep know.

Your signature below acknowledges receipt of this letter and your agreement to complete the attached AED TRADE-IN REBATE FORM, and to send your trade AED(s) back to Zoll within (30) days of receipt of your new AED(s) and to provide Cardiac Life with the tracking number.

Authorized Customer Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## ZOLL Medical - Heartsine AED Rebate Customer Intake Form

Please complete this form and include it with your AED return shipment. Incomplete forms may result in delayed processing or rebate ineligibility.

### 1. Distributor Information

Company / Organization Name:

Contact Name:

Phone Number:

Email Address:

Shipping Address:

City / State / Zip Code:

### 2. Returned AED Information

AED Brand	AED Model	Serial Number	Year Manufactured

*\*Attach an additional sheet if returning more than 3 units.\**

### 3. Terms & Acknowledgment

By signing below, I certify that the above information is accurate and that I am submitting AEDs as part of the approved rebate program. I understand that units submitted without proof of purchase may not qualify.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Return Shipping Instructions

Ship AEDs & Completed Form To:

ZOLL Medical Rebate Center

Attn: Recall Manager

38 Upton Drive

Wilmington, MA 01887