



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

Public Meeting 7:00 PM  
 May 20, 2026  
 Mayor Joseph Orlow, Presiding

**Pledge of Allegiance**

**Organizational Meeting**

**Public Forum**

1. Employee Recognition
2. Presentation by AGFTC on Harrison & Main traffic study
3. Grant Projects Update
  - a. Ferry Blvd
4. Transfers

a. A 878.0600 appropriate \$1600.00 for parade		
A 1990.400	A 1430.403	\$1,762.82 CSEA Attorney
A 1990.400	A 1430.404	\$1,542.71 PBA Attorney
A 1325.416	A 1640.402	\$870.00 DPW Heat/Lights
A 1325.409	A 1640.419	\$142.71 DPW Computer Support
A 3120.100	A 3120.103	\$30,000.00 PD PT Officers
A 3120.406	A 3120.405	\$30.00 PD Telephone
A 3120.412	A 3120.420	\$2,000.00 PD Computer Support
A 7110.407	A 7110.406	\$4,000.00 Parks Repairs & Maintenance
A 7110.407	A 7110.401	\$100.00 Parks O & M
FX 8340.403	FX 8310.400	\$117.00 Water Admin Billing Expense
FX 8340.403	FX 8310.409	\$285.07 Computer Support
FX 8340.403	FX 8310.414	\$141.00 Water Admin Alarms & Monitoring
FX 8340.403	FX 8340.101	\$800.00 Water Trans Overtime
G 8130.401	G 8110.400	\$50.00 Admin Billing Expense
G 8130.404	G 8110.410	\$90.00 Sewer Computer Outside Services
G 8130.100	G 8130.101	\$900.00 Sewage Disposal Overtime
A 5989.100	A 5110.100	\$12,000.00 Street Maintenance Personal Services
b. A 5989.800	A 5110.800	\$1,200.00 Street Maintenance FICA/Medicare

**5. Motion to Approve the Bills and Payroll as Audited**

- |                       |             |
|-----------------------|-------------|
| a. General -          | \$62,941.26 |
| b. Water -            | \$12,449.44 |
| c. Sewer -            | \$3,571.42  |
| d. Parade -           | \$1,600.00  |
| e. Sewer Cap. Proj. - | \$22,797.26 |
| f. Special -          | \$229.50    |
| g. Payroll -          |             |
| i. 05/06/26 -         | \$25,938.69 |
| ii. 05/13/26 -        | \$24,472.33 |



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6. Motion to approve 03/25/26 and 05/06/26 minutes
7. Motion to appropriate \$3,136.31 from Technology Reserve (A 878.0300) for camera system improvements and addition of parking lot camera
8. Temporary Code Enforcement Officer
9. Local Law 1 of 2026
10. Old Business
11. New Business
  - a. Approval of new Fire Dept member Kelijah Fink
  - b. Village Hall floors
  - c. Request to waive the fee for transient merchant for Memorial Day Parade
  - d. Pump Repairs
12. Trustee Reports
13. Mayor's Report
14. Executive Session: PBA Negotiations, Employee payout requests



Village of South Glens Falls

Organizational Meeting

May 20, 2026

7:00 pm

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## **POLICIES**

There are numerous policies that the Village should have in place, including but by no means limited to cell phone use, computer and internet use policies, a fixed assets policy, an investment policy, a sexual harassment policy, social media, a vehicle use policy, and work place violence prevention policy. The organizational meeting is a good time to review these policies.

## **RESOLUTIONS**

Various matters require board action on an annual basis. To allow the board to approve claims in advance, to allow employees and officers to receive mileage allowances for travel, to allow employees and officers to attend schools and conferences, and to designate depositories, the board must adopt annual resolutions. Although the resolutions may be adopted at any time during the year, it is recommended that they be adopted at the organizational meeting to avoid the necessity, and sometimes embarrassment, of having to call a special meeting to adopt a resolution before a certain date.

## **BOARD OF TRUSTEES**

**2026-2027**

### Mayor

Joseph Orlow

### Trustees

Zachary Baxter

Timothy Carota

Keith Comstock

Claude Middleton

## **OFFICERS**

<b>Name</b>	<b>Office</b>	<b>Term</b>	<b>Expiration Date</b>
Joseph Orlow	Mayor	4 Years	April 2029
Zachary Baxter	Deputy Mayor	1 Years	April 2027
Timothy Carota	Trustee	4 years	April 2027
Keith Comstock	Trustee	4 Years	April 2029
Claude Middleton	Trustee	4 years	April 2029
Samantha Berg	Clerk Treasurer	4 Years	April 2029
Melissa Holcomb	Deputy Clerk Treasurer	4 Years	April 2029
Lorie Gollhofer	Deputy Clerk Treasurer	4 Years	April 2029
Samantha Berg	Registrar of Vital Statistics	1 Year	April 2027
Lorie Gollhofer	Deputy Registrar of Vital Statistics	1 Year	April 2027
Melissa Holcomb	Deputy Registrar of Vital Statistics	1 Year	April 2027
John Pagano	Building Inspector/Code Enforcement/Fire Inspector		
William Nikas	Village Attorney, per contract		

## COMMITTEE APPOINTMENTS

Personnel	Trustee Baxter	Trustee Carota
Insurance	Trustee Baxter	Mayor Orlow
Lighting	Trustee Middleton	Trustee Comstock
Parade	Trustee Comstock	<b>Vacant</b>
Parks/Bldg. & Grounds	Trustee Carota	Trustee Baxter
Police	Trustee Baxter	Trustee Carota
Water/Sewer	Trustee Baxter	Trustee Middleton
Trees	Trustee Carota	Trustee Middleton
Streets	Trustee Carota	Trustee Comstock
Safety	Trustee Carota	Trustee Comstock

## OTHER APPOINTMENTS

Auditing	Board of Trustees
Fire Co. Liaison	Trustee Carota
Historian	Reed Antis
Planning Board Liaison	Trustee Middleton
Zoning Board Liaison	Trustee Middleton

## PLANNING BOARD

<b>Vacant</b>	Planning Board, Chair	5 Years	April 2027
Doug Clingen	Planning Board	5 Years	April 2027
Tony Girard	Planning Board	5 Years	April 2027
Thomas Wade	Planning Board	5 Years	April 2028
Dennis DaVall	Planning Board	5 Years	April 2029

## ZONING BOARD

<b>Vacant</b>	Zoning Board, Chair	5 Years	April 2028
<b>Vacant</b>	Zoning Board	5 Years	April 2028
Peter Moskov	Zoning Board	5 Years	April 2026
Mark Burns	Zoning Board	5 Years	April 2028
John Hoey	Zoning Board	5 Years	April 2026

## CODE OF ETHICS

Village of South Glens Falls, NY  
May 20, 2026

### Chapter 9. Ethics, Code of

#### § 9-1. Purpose.

Pursuant to the provisions of §806 of the General Municipal Law, the Board of Trustees of South Glens Falls recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this chapter to promulgate these rules of ethical conduct for the officers and employees of the Village of South Glens Falls. These rules shall serve as a guide for official conduct of the officers and employees of the Village of South Glens Falls. The rules of ethical conduct of this chapter, as adopted, shall not conflict with but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

#### § 9-2. Definitions

As used in this chapter, the following terms shall have the meanings indicated.

#### **INTEREST**

A pecuniary or material benefit accruing to an officer or employee of the Village of South Glens Falls, including a pecuniary or material benefit accruing to the officer's or employee's spouse, minor children and dependents or a firm, partnership or association of which such officer or employee is a member.

#### **MUNICIPAL OFFICER OR EMPLOYEE**

An officer or employee of the Village of South Glens Falls, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a Chief Engineer or Assistant Chief Engineer.

#### § 9-3. Standard of conduct

Every officer or employee of the Village of South Glens Falls shall be subject to and shall abide by the following standards of conduct:

- A. Gifts. He/She shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value greater than that specified by § 805-a of the General Municipal Law, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or could reasonably be expected to influence him in the performance of his official duties or was intended as a reward for any official action on his part.<sup>[1]</sup>

[1] *Editor's Note: Amended at time of adoption of Code (sec Ch.1, General Provisions, Art .I)*

- B. Confidential information. He/She shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
- C. Representation before one's own agency. He/She shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he has the power to appoint any member, officer or employee.
- D. Representation before any agency for a contingent fee. He/She shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of this municipality whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. Disclosure of interest in legislation. To the extent that he/she knows thereof, a member of the Board of Trustees and any officer or employee of the Village of South Glens Falls, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any legislation before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.
- F. Disclosure of interest in certain applications. A member of any board, commission, committee or individual representing the Village of South Glens Falls, and any officer or employee of the Village of South Glens Falls, whether paid or unpaid, who participates in the discussion or gives official opinion to the Planning Board on any application for review before the Planning Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such application.[2]  
 [2] *Editor's Note: Amended at time of adoption of Code (sec Ch.1, General Provisions, Art. I)*
- G. Disclosure of employment of relatives. No person who is related by blood or marriage to a public officer or department head of the Village of South Glens Falls shall be employed by said public officer or department head before publicly disclosing the name, relationship and proposed employment to the Board of Trustees and upon consent of a majority of said Board at a duly held meeting thereof.
- H. Investments in conflict with official duties. He/She shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction which creates a conflict with his/her official duties.

- I. Private employment. He/She shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
- J. Future employment. He/She shall not, after the termination of service or employment with the Village of South Glens Falls, appear before any board or agency of the Village of South Glens Falls in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

§ 9-4. Certain filings permitted.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Village of South Glens Falls or any agency thereof, on behalf of himself/herself or any member of his/her family, arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

§ 9-5. Distribution.

The Mayor of the Village of South Glens Falls shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Village of South Glens Falls within 30 days after the effective date of this chapter. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. Failure to distribute any such copy or failure of any officer or employee to receive such copy shall have no effect on the duty of compliance with such code, nor the enforcement of the provision thereof.

[1] *Editor's Note: Amended at time of adoption of Code (sec Ch.1, General Provisions, Art .I)*

§ 9-6. Penalties for offenses.

In addition to any penalty contained in any other provision of law, any person who knowingly and intentionally violates any of the provisions of this chapter may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

## **ADVANCED APPROVAL OF CLAIMS**

Pursuant to Village Law §5-524(6), the Board of Trustees may, by resolution, authorize claims for public utility services, postage, Internet, email, freight, WEX/Fuel Card and express charges to be paid in advance of audit. An appropriate resolution authorizing advance payment of claims follows:

**WHEREAS** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, Internet, email, freight, WEX/Fuel Card and express charges; and

**WHEREAS** all such claims must be presented and at the next regular meeting for audit; and

### **NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, Internet, email, freight, WEX/Fuel Card and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

**Section 2.** That this resolution is effective immediately.

## PROCUREMENT POLICY

**WHEREAS**, § 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

**WHEREAS**, comments have been solicited from all officers in the VILLAGE involved in the procurement process, now, therefore, be it

**RESOLVED**, that the **VILLAGE OF SOUTH GLENS FALLS** does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

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

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

2. All goods and services will be secured by use of written request for proposals, written quotations, verbal quotations, or any other method that assures the goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts under \$10,000 and public works contracts \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to § 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to § 186 of the Correction Law; purchases under State contracts pursuant to §104 of the General Municipal Law; purchases under county contracts pursuant to § 103 (3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

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

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$500 - \$999	2 verbal quotations
\$1,000 - \$2,999	3 verbal quotations
\$3,000 - \$19,999	3 written/fax/email quotations or written request for proposals
\$20,000 and more	Formal Bid

<u>Estimated Amount of Public Work Contract*</u>	<u>Method</u>
\$500 - \$999	2 verbal quotations
\$1,000 - \$2,999	3 verbal quotations
\$3,000 - \$4,999	3 written/fax/email quotations
\$5,000 - \$34,999	3 written/fax/email quotations or written request for proposals
\$35,000 and more	Formal Bid

\*Public Work is defined as any work constructed for public use, protection or improvements.

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

- Documentation is required to each action taken in connection with each purchase.
- Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offer. This document will include an explanation of how the award will achieve savings or how the offer was not responsible. A determination that the offer is not responsible shall be made by the purchaser and may not be challenged under the circumstances.
- Pursuant to General Municipal Law § 104-b (2) (f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality.
- In the following circumstances it may not be in the best interests of the VILLAGE of SOUTH GLENS FALLS to solicit quotations or document the basis for not accepting the lowest bid:

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

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

- b. Emergency purchases pursuant to § 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods. If alternate proposals are required, the Village may purchase surplus and second-hand goods at auctions or through specific advertised sources (state and local governments exclusively) where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and the lower price may include an older product.
- d. Goods or services under **\$500.00**. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

## **MILEAGE ALLOWANCE**

Pursuant to Village Law § 5-524(7), the actual and necessary expenses the officers and employees incur in performing their official duties are a Village charge. However, the Board of Trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties. An appropriate resolution authorizing a mileage allowance follows:

**“WHEREAS** the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to Village Officers and employees who use their personal automobiles while performing their official Village duties;

**NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the Board of Trustees will approve reimbursement to such officers and employees at the IRS business rate per mile at the time of the event.

**Section 2.** That this resolution is effective immediately.”

Beginning on Jan. 1, 2026, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 72.5 cents per mile driven for business use, up 2.5 cents from 2025.
- 20.5 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of .05 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2025.

## **BANK DEPOSITORIES AND CASH MANAGEMENT POLICY**

1. The Clerk Treasurer or Deputy Clerk Treasurer may take in checks and cash during the day and will cash out at the end of the day.
2. A double count audit will be performed by a combination of two of the following; Clerk Treasurer or Deputy Clerk Treasurer will count the cash and checks and match it up to the cash out report.
3. The deposit will then be placed in a bank bag.
4. The bank bag will be walked into the bank within 72 hours of collection by the Deputy Clerk Treasurer, Deputy Clerk Treasurer or the Clerk Treasurer. Deposits may also be made via remote deposit.
5. If needed, the Police will assist with dropping off the deposit to the bank.
6. The Clerk Treasurer, Deputy Clerk Treasurer, and Mayor (in the absence of the Treasurer and Deputy Clerk Treasurer) are the authorized signatory of all Village checks.

## **DESIGNATING DEPOSITORIES**

Pursuant to Village Law § 4-412(3)(2), the Board of Trustees must designate, by resolution, banks or trust companies in which the Treasurer, Clerk, receiver, and town receiver who are designated and appointed as Village Receiver may deposit Village monies received by them. An appropriate resolution designating depositories follows:

**“WHEREAS** the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all Village monies;

### **NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the Board of Trustees designates the following institutions as depositories of all monies received by the Village Clerk Treasurer, Deputy Clerk Treasurer, and Receiver of Taxes. Names of Institutions: ArrowBank fka Glens Falls National Bank & Trust Co., TD Bank, NBT Bank and NYCLASS.

**Section 2.** That this resolution is effective immediately.”

## INVESTMENT POLICY

### 1. **SCOPE**

This investment policy applies to all monies and other financial sources available for investment by the Village.

### 2. **OBJECTIVES**

The primary objectives of the Village's investment activities are, in priority order:

- a. To conform to all applicable federal, state and other legal requirements (legal).
- b. To adequately safeguard principal (safety).
- c. To provide sufficient liquidity to meet all operating requirements (liquidity).
- d. To obtain a reasonable rate of return (yield).

### 3. **DELEGATION OF AUTHORITY**

The Board of Trustees' responsibility for administration of the investment program is delegated to the Clerk Treasurer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees. All investment programs will be approved by the Mayor. Each CD not to exceed \$250,000 per NY GEN MUN § 11.

### 4. **PRUDENCE**

The Clerk Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Village to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived. The Clerk Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair his/her ability to make impartial investment decisions.

### 5. **DIVERSIFICATION**

It is the policy of the Village to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

6. **INTERNAL CONTROL**

It is the policy of the Village for all monies collected by any officer or employee of the government to transfer those funds to the Clerk Treasurer within 1-3 days of receipt. The Clerk Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

7. **DESIGNATION OF DEPOSITORIES**

The banks and trust companies authorized for the deposit of monies up to the following maximum amount are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
TD Bank	\$5,000,000	Clerk Treasurer/Mayor
ArrowBank	\$5,000,000	Clerk Treasurer/Mayor
NYCLASS	\$10,000,000	Clerk Treasurer/Mayor
EpicFund	\$5,000,000	Clerk Treasurer/Mayor
NYMuniTrust	\$5,000,000	Clerk Treasurer/Mayor

8. **COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Village, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a. By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated as follows:
- b. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
- c. Obligations issued fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public monies; and
- d. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guarantee.

9. **SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure the Village's deposits, together with agreed upon interest (if any), and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the Village to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

10. **PERMITTED INVESTMENTS**

As authorized by General Municipal Law, Section 11, the Village authorizes the Clerk Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts
- b. Certificates of deposit

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided.

11. **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Village shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the Village conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village. The Clerk Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually.

# COMPREHENSIVE FEE SCHEDULE

The following fees are hereby established pursuant to Chapter 67 of the Village of South Glens Falls Code. Fees may be adopted or revised by the Board of Trustees from time to time by Board resolution.

## Chapter 49 - *Amusement Devices*

<i>Type</i>	<i>Fee</i>
Application	\$100
Annual License	\$600 + \$35 per machine
Transfer	\$5

## Chapter 57 - *Circuses and Carnivals*

<i>Type</i>	<i>Fee</i>
Private Gains License	\$25/day

## Chapter 68 - *Fences*

<i>Type</i>	<i>Fee</i>
Application	\$25

## Chapter 69 - *Buildings & Codes (Residential)*

<i>Type</i>	<i>Fee</i>
Single Family	\$0.25/sq. Ft. (Min \$250)
Single Family Addition	\$0.25/sq. Ft. (Min \$100)
Duplex+	\$0.30/sq. Ft. (Min \$400)
Duplex+ Addition	\$0.30/sq. Ft. (Min \$400)
Solar	\$100
Demolition	\$50.00

Chapter 69 - ***Buildings & Codes (Commercial/Industrial)***

<i>Type</i>	<i>Fee</i>
Alterations	\$100 + \$0.25/sq ft (Min \$100)
Minor Alterations	\$100 + \$0.15/sq ft (Min \$100)
Change of Use	\$100 + \$0.10/sq ft (Min \$100)
Certificate of Occupancy (existing business, w/o CO)	\$100
Addition	\$50 + \$0.15/sq ft (Min \$50)
Solar	\$150
Demolition	\$0.30/sq. ft. (Min \$250)

Chapter 69 - ***Buildings & Codes (All Types)***

<i>Type</i>	<i>Fee</i>
Garage	\$0.10/sq. Ft. (Min \$50)
Shed	\$25
Accessory	\$50
Duplicate certificate or permit	\$25
Permit renewal	Same as original fee

Chapter 99 - ***Peddler/Solicitor/Transient Merchants***

<i>Type</i>	<i>Fee</i>
Solicitors	\$300/yr (\$5K Bond or equivalent)
Transient	\$500/day (\$10K Bond or equivalent)

Chapter 103 - ***Freedom of Information Law Records Requests***

<i>Type</i>	<i>Fee</i>
Copies of Records	\$0.25/page

Chapter 111 - ***Sewer (metered)***

<i>Type</i>	<i>Fee</i>
Residential, 2-Family	\$215 Min, \$3.00/1000 gal. over 20,000 gallons
Commercial	\$215 Min per unit, \$3.00/1000 gal. over 20,000 gallons
Industrial	\$215 Min, \$4.00/1000 gal. over 20,000 gallons
Outside Users	\$367.45 Min, \$5.10/1000 gal. over 20,000 gallons

Chapter 111 - ***Sewer (unmetered)***

<i>Type</i>	<i>Fee</i>
Residential	\$215
Outside Users	\$367.45 per unit

Chapter 111 - ***Sewer Connection Fees***

<i>Type</i>	<i>Fee</i>
Single Family Dwelling	\$1,000
2-Family, Multi-Family	\$1000 one unit, \$500 per additional unit
Commercial, Public Assembly, Industrial	\$2,000

\*\*This fee would cover any sewer up to 6", sewer taps over 6", time and materials would be calculated before installation and charged accordingly. \*\*

Chapter 115 - ***Signs***

<i>Type</i>	<i>Fee</i>
Application	\$75

Chapter 119 - ***Planning***

<i>Type</i>	<i>Fee</i>
Site Plan Pre-Submission Conference	No Charge
Review Application for Subdivision of Land (Includes sketch, preliminary, and final review)	\$280
Review Application & Plans for Non-Residential (Includes sketch, preliminary, and final review)	\$250
Review Application & Plans for Multiple Dwellings (Includes sketch, preliminary, and final review)	\$250
Review Application & Plans for Combination of Parcels (Includes sketch, preliminary, and final review)	\$250
Parks & Recreation Fee	\$1000
ZBA Referral for Special Use Permits Application	No Charge
ZBA Referral for Area/Use Variance Application	No Charge
Technical Assistance	Fees paid by Escrow by applicant

Chapter 127 - ***Streets and Sidewalks***

<i>Type</i>	<i>Fee</i>
Sidewalk	\$7.00/sq. ft.
Curb	\$11.00/linear ft.
Curb Cut	\$75.00

Chapter 131 - ***Swimming Pools***

<i>Type</i>	<i>Fee</i>
Application (\$300-\$1000 estimated cost)	\$25
Application (\$1000-\$5000 estimated cost)	\$50
Application (Over \$5000 estimated cost)	\$75

Chapter 141 - ***Vehicles & Traffic***

<i>Type</i>	<i>Fee</i>
Parking Fines	\$30

\*\* Overnight Parking in Winter: Dec 1 – April 1, 1:00am to 6:00 am. No overnight parking can be declared by the Board of Trustees for any forecasted snowfall over 2".\*\*

Chapter 149 - ***Water (metered)***

<i>Type</i>	<i>Fee</i>
Residential (Single, 2-Family, Multi-Family)	\$125 Min, \$2.25/1000 gal. over 25,000 gallons
Commercial	\$125 Min, \$2.25/1000 gal. over 25,000 gallons
Industrial	\$125 Min, \$2.25/1000 gal. over 25,000 gallons
Outside Users (incl. Town of Moreau – Dist. 1)	\$212.50 Min., \$3.25/1000 gal. over 25,000 gallons

Chapter 149 - ***Water (unmetered)***

<i>Type</i>	<i>Fee</i>
Residential	\$125
<b>Pools</b>	<b>\$30</b>
<b>Sprinklers</b>	<b>\$30</b>
Outside Users	\$212.50 per unit

Chapter 149 - ***Hydrant Use***

<i>Type</i>	<i>Fee</i>
Demolition	\$300 Min., \$3.25/1000 gal. over 25,000 gallons
Swimming Pools – less than 10,000 gallons	\$25
Swimming Pools – 10,000 gallons or more	\$50

Chapter 149 - ***Water Connection Fees***

<i>Type</i>	<i>Fee</i>
Single Family Dwelling	\$1,500
2-Family, Multi-Family	\$1500 one unit, \$500 per additional unit
Commercial, Public Assembly, Industrial	\$2,500

**\*\*This fee would cover any water up to 1". Water taps over 1", time and materials would be calculated before installation and charged accordingly. \*\***

Chapter 149 - ***Water (misc.)***

<i>Type</i>	<i>Fee</i>
Water Meters	Cost at time of purchase
Water Turn-On	\$15
Water Turn-Off	\$15
Service Restoration fee	\$25

Chapter 153 - ***Zoning***

<i>Type</i>	<i>Fee</i>
Applications	\$250
Rehearing on applications/appeal/amendments	\$250

### *Miscellaneous*

<i>Type</i>	<i>Fee</i>
Accident Reports	\$5
Tax Searches	\$10
Certificate of Occupancy Search	\$10
Birth or Death Certificates (seal)	\$10
Birth or Death Certificates for genealogical (no seal)	\$11
Municipal Search/Zoning Letter	\$150
Zoning Booklet	\$20
Returned Checks (each)	\$20
Code Books	\$250
Byway/Gazebo Usage	\$30

**THE VILLAGE OF SOUTH GLENS FALLS DULY AUTHORIZED  
REPRESENTATIVE CERTIFICATION**

Authorization to Represent the Village of South Glens Falls in matters regarding the South Glens Falls' NYSDEC SPEDS Municipal Separate Storm Sewer System (MS4) Operators Permit Annual Reporting requirements:

Per the Mayor and the Board of Trustees, the Village of South Glens Falls hereby Authorizes Alan Dubois, Superintendent of Public Works, to act as signatory on behalf of South Glens Falls in the absence of the Mayor Joseph Orlow, when a timely signature to finalize the South Glens Falls' MS4 Permit Annual Report is required.

**Duly Authorized Representative Certification Statement:**

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

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Signatory

**GUIDANCE:**

This document is intended to be used in accordance and compliance with NYSDEC SPDES General Permit for Storm water from Municipal Separate Storm Sewer System Operators; GP-0-15-003 Part VI.J. (or as amended or revised). This document and authorization are intended to be adopted via municipal resolution naming a representative (or position) authorized to sign the MS4 Annual Report in the absence of the chief elected official or principal executive officer. The Local Storm Water Management Programs (L-SWMPs) must indicate if this Certification and Authorization is for the POSITION or the INDIVIDUAL that is being authorized to sign the L-SWMP's Annual Report to NYSDEC.

## **SOCIAL MEDIA PARTICIPATION POLICY VILLAGE BOARD OF TRUSTEES**

The term “social media” refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Some examples include, but are not limited to, Internet-based platforms such as Facebook, Twitter, Instagram and YouTube.

Many local governments use social media as a tool to communicate with citizens. Rather than waiting until a regularly scheduled board meeting to receive citizen input, officials are able to instantly interact with them via social media. Although this technology greatly increases communication outreach and efficiency, some restrictions are required in order to comply with federal and state law.

### **Commenting on Village Accounts**

The Village of South Glens Falls uses social media to send and receive messages about Village information, services and related programs with community stakeholders, including employees, vendors, citizens, media and other members of the public.

1. Similarly, others who engage with the Village on social media, as an elected official you should understand the Village’s current guidelines for public participation, which are subject to change as new technology and tools emerge.
2. Public comments may be removed from Village-administered social media accounts if they contain any one or more of the following:
  - a. Vulgar, physically threatening or harassing language.
  - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income or other protected status under applicable law.
  - c. Inappropriate sexual content or similar links.
  - d. Private or otherwise confidential information.
  - e. Content that promotes illegal activity or encouragement of actions that may compromise public safety.
  - f. Content that violates a legal ownership interest of any other party.

- g. Comments not topically related to the original article or post.
- h. Comments in support of or opposition to political candidates, campaigns or ballot measures during an election season.
- i. Promoting or advertising a commercial transaction, organization or event that is not sponsored or in direct relationship with the Village.
- j. Organized political activity.
- k. Information that may compromise the safety or security of the public or public systems.

### **Use of Personal Accounts**

As a policy-making body, Board members are given more latitude than Village employees to publicly express thoughts and opinions on local issues. However, as an elected official, you should be aware of additional risks related to your general participation on social media.

1. Open Meetings Law – Communications between a quorum of Board members about public business, no matter the forum or time, can constitute a “meeting” to which the New York Open Meetings Law applies. If the Law applies to a discussion, an agenda must be posted 72 hours in advance, and the public must be allowed to attend.

Therefore, you should consider the following when using personal social media accounts:

a. Remove elected titles from profiles used to identify a personal social media account, and clearly state how constituents should communicate regarding public matters.

b. Include an introductory statement in the profile or about section of your account that defines the purpose and topical scope of your page:

*“This account is intended for personal use only. The views, postings, positions or opinions expressed on this site are my own and do not represent those of the Village of South Glens Falls. If you are a citizen of South Glens Falls and would like to discuss Village business, please go to [official page] or contact me at [official email].”*

c. Redirect information to official government sources and avoid making posts related to your official duties or governmental bodies.

d. Redirect political dialogue requests to an alternative means of communication (i.e. email, phone or other preferred social media account).

- e. Avoid commenting on local issues where other Board members are also participating in discussion.
- f. Avoid making posts and/or comments on behalf of the Village and/or the Board of Trustees.
- g. Avoid making posts and/or comments in your official capacity as an elected official.
- h. Avoid making posts and/or comments regarding Village business.

2. **Public Information Act – State law clarifies the definition of “public information” as information that is written, produced, collected, assembled, or maintained in connection with the transaction of official business, which includes email, Internet posting, text message, instant message, and other electronic communication.**

Therefore, you should consider the following:

- a. Hide, rather than delete, clearly inappropriate public comments on your personal or official social media account, if possible. In some cases, these comments may still be subject to verification or public disclosure in the future. When in doubt, don’t delete it.
- b. Avoid responding to inappropriate comments or personal attacks on social media. If the commenter persists, redirect them to an alternate method of communication (i.e. email).
- c. Be aware that a personal social media account, depending on its content, may still be subject to the Public Information Act.

3. **First Amendment – More constituents are posting comments on elected officials’ personal pages to voice concerns on public issues. Once an elected official’s social media page is opened for political discussion, it is transformed into a public forum for speech and debate, instantly granting every user a First Amendment right to comment.**

Therefore, you should consider the following:

- a. Limit open-ended political and city business discussions from your personal social media accounts and redirect dialogue requests to an alternate channel.
- b. When in doubt, don’t block users. Especially those with whom you have previously engaged. If you must, consult with legal counsel first, and then document your actions and reasons for blocking.

## **Use of Official Accounts**

If you choose to create a social media account to engage with constituents, a best practice is to keep this account distinct and separate from other personal accounts that you maintain.

Elected officials increasingly use social media for reelection purposes as well. However, mixing campaign and constituent communications from the same account could put you at risk for violating laws that prohibit using government resources for political purposes.

Therefore, you should consider the following:

1. **Make it official** – Your account profile, description and photo should clearly indicate your position as a member of the Village of South Glens Falls Board of Trustees and your intent to use the account as a way of communicating with constituents.
2. **Your account is a public forum** – Your engagement with the public on social media as an elected official establishes your platform as a limited public forum, which affords users the right to comment on content you publish. It also means that any speech restrictions or censorship is subject to strict scrutiny, and First Amendment activities generally may not be prohibited. So, when in doubt, don't delete it.
3. **Prohibited content is defined by Village policy** – For consistency, consider managing prohibited content on your accounts in the same way Village-administered accounts are managed.
4. **Campaign separately** – Board members in office should not use Village administered or funded social media accounts for electioneering. It's equivalent to campaigning from the dais during a public meeting, which may violate state law.
5. **Involve legal counsel** – If you are unsure about publishing certain content, or feel you are justified in the removal of content, involve legal counsel before making a decision.

## **General Guidelines**

1. **Be transparent** – Your honesty will be quickly noticed in the social media environment. If your private sector work could present a conflict of interest, be the first to point it out. And be clear about why you support, or don't support, certain policies or programs.

2. **Be judicious** – Make sure your efforts to be transparent do not violate any applicable legal guidelines for external communication. Consult with legal counsel before sharing conversations that are meant to be private or internal to the City or any other public entities. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Public Information Act.

3. **Be knowledgeable** – Write in first-person and consider linking to your information sources. If you publish to a website outside of the Village, consider using a clarifier such as: “These comments and opinions reflect my position as one member of VSGF Board of Trustees.” If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws, seek an opinion from legal counsel.

4. **Be perceptive** – In online social networks, the lines between public and private, personal and professional are often blurred. By identifying yourself as an elected official, you are creating perceptions about your expertise and the Village. Be sure that all content associated with you is consistent with the Village’s values and professional standards.

5. **Be conversational** – Talk to your readers like you would talk to people in professional situations. Avoid overly “composed” language. Bring in your own personality and say what is on your mind. Consider content that is open-ended and invites response. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.

6. **Be excited** – The Village is making important contributions to the community, state and nation, as well as to public dialogue on a broad range of issues. Our activities are focused on providing services and innovation that benefits citizens and stakeholders. Share what South Glens Falls is learning and doing, and open up social media channels to learn from others.

7. **Be valuable** – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things that they value. Social communication from Village leaders should help citizens, partners and families. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the Village better, then it adds value.

8. **Be responsible** – What you write is ultimately your responsibility. Pause. If you are about to publish something that makes you even the slightest bit uncomfortable, don’t publish. If you are still unsure, you might want to check with legal counsel. Ultimately, what you publish is yours, but so is the responsibility and potential consequence.

**9. Mistakes happen** – If you make a mistake, admit it. Be upfront and quick with your corrections. If you are posting to a blog, you could choose to modify an earlier post. Make it clear that you have done so.

## **Records Retention**

1. Because of your position as an elected official, activity on your social media accounts may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media account may be considered a record.

Therefore, you should consider the following:

- a. The Village does not archive or manage Board member social media accounts. You are solely responsible for the retention and archival of content published to your individual accounts.
  - b. When in doubt, don't delete content without consulting with legal counsel first.
2. Social media content administered by Village employees, and intended for public access and comments, will follow a minimum retention period of two years, as established by the Records Management Office. This includes Board member comments posted on Village accounts.
3. When applicable, the Village will use a software-assisted social media capture tool to obtain and archive an authentic copy of monitored content. This includes Board member comments posted on Village accounts.

## **Definitions**

For the purposes of this policy, unless otherwise stated, the following definitions apply:

1. Comment – a message posted by site visitors, either in response to an existing topic or introducing a new topic. In general, the content of comments is controlled solely by the user, but often can be deleted, accepted or rejected prior to publishing by the site or page administrator.
2. Connections – Any deliberate links between a user and a social media channel or page, whether it is initiated by the individual or by the site moderator. Terms used by various sites to describe a connection include friend, fan, follower or subscriber.

3. Limited forum – a public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker. Forum restrictions must be able to withstand strict judicial scrutiny of its effect on First Amendment rights.

4. Post – In relation to social media accounts or online activity, anything published in an online forum or social media account.

5. Social media – Internet based third-party platforms that facilitate interaction and engagement among individuals in a network or virtual community. Social media offers a participatory environment and includes user-generated content such as videos, photos, videos, blogs, and wikis.

### **Violation of Policy**

This policy is not meant to circumvent or bypass any of the other processes, policies or laws that are applicable to the Village Board of Trustees. Social media activity and conduct by Board members should not only comply with these policy terms, but all other processes, policies and laws that may apply as well.

### **Policy Updates**

The Board of Trustees reserves the right to update these terms of use at any time.

## **EMPLOYEE & ELECTED OFFICIAL TRAVEL & TRAINING POLICY**

### **Training and Conference Attendance Approval**

All training, conferences, seminars, and professional development activities must be pre-approved by the Board of Trustees before any registration, travel arrangements, or expenses are incurred.

### **Travel Distance and Overnight Stays**

Overnight accommodations will not be approved for travel related to conferences, training, or meetings located within 35 miles of the employee's official work location. Employees and elected officials attending events within this radius are expected to commute daily.

### **Spouse / Partner / Significant Other Attendance**

If an employee wishes to bring a spouse, partner, or significant other to a conference or training event:

- The employee and/or elected official is solely responsible for arranging and paying for all reservations related to their guest.
- This includes hotel charges above the Village-approved single-occupancy rate, all meal plans, and any additional travel or incidental expenses.

The Village of South Glens Falls will only cover costs directly associated with the employee's participation.

### **Mileage Reimbursement**

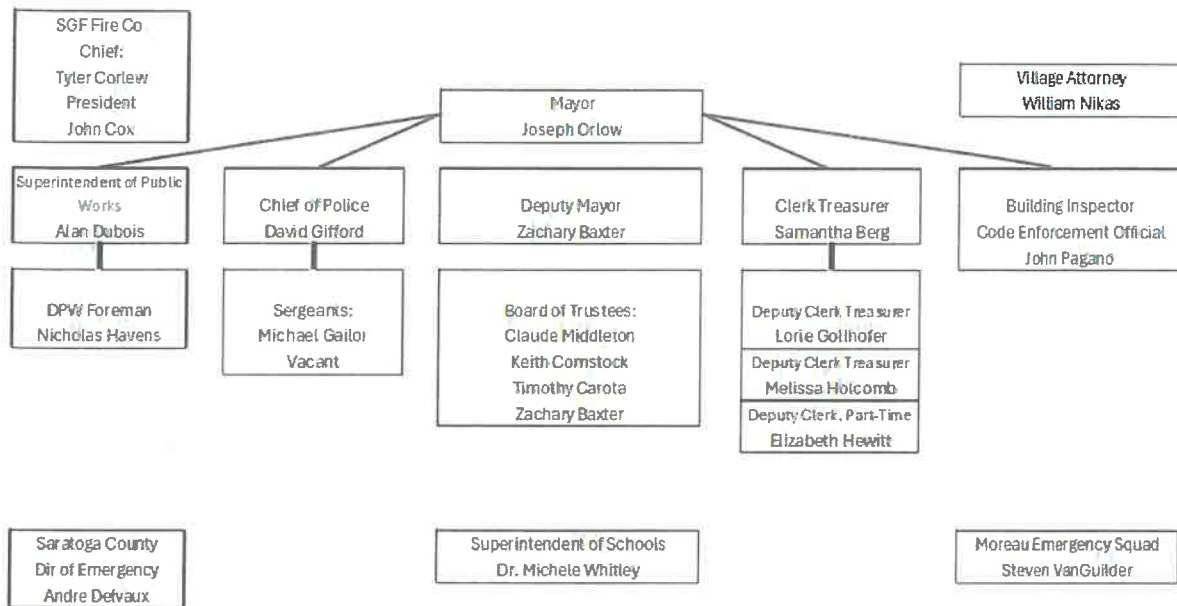
The Village of South Glens Falls will reimburse the use of personal vehicles for approved travel at the current IRS mileage reimbursement rate in effect on the date of travel.

### **Cancellation of Travel or Training**

If an employee and/or elected official must cancel their attendance due to an emergency, health issue, or any other reason:

- The employee and/or elected official is responsible for reimbursing the Village of South Glens Falls for any hotel, meal, or conference expenses that are not refundable or excused by the event organizers.
- Reimbursement must be made promptly upon notification of the unrefunded costs.

## CHAIN OF COMMAND





# Harrison Avenue/Main Street Intersection Evaluation

Draft Report

**Barton  
& Loguidice**

Prepared for:

**Adirondack | Glens Falls Transportation  
Council**

11 South Street, Suite 203  
Glens Falls, New York 12801

And

**Village of South Glens Falls**

46 Saratoga Avenue  
South Glens Falls NY 12803

**May 2026**

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Prepared by

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### 1.0 INTRODUCTION

On behalf of the Village of South Glens Falls and the Adirondack/Glens Falls Transportation Council (A/GFTC), Barton & Loguidice has prepared this Intersection Evaluation Report to assess potential improvement opportunities at the Harrison Avenue/Main Street intersection in the Village of South Glens Falls, New York. Located one block east of Saratoga Avenue (US 9), the intersection is in close proximity to educational and civic facilities, including Oliver W. Winch Middle School, Harrison Elementary School, and the Moreau Community Center, which generate regular pedestrian activity throughout the project area on the existing sidewalk system. The Village and its residents have expressed concerns regarding overall safety at this location due to perceived traffic volumes, intersection operations, and pedestrian and bicycle crossing activity. This report presents an evaluation of existing conditions, traffic operations, crash history, public outreach efforts, and potential improvement alternatives for the Harrison Avenue/Main Street intersection.



Figure 1-1: Project Location Map

## 2.0 INVENTORY OF EXISTING CONDITIONS

A site visit to the project area was conducted on December 1, 2025 to inventory and document existing conditions. The inventory included documentation of the existing signage, striping, pavement and travel lane widths, objects that may restrict sight distance, and existing pedestrian features. Additionally, video cameras were deployed for one 48-hour weekday period (November 12, 2025 to November 14, 2025) to identify pedestrian and traffic patterns, safety concerns, and vehicular conflicts.

### 2.1. Harrison Avenue/Main Street Intersection – Roadway and Traffic Characteristics

The Harrison Avenue/Main Street intersection is a four-way intersection with stop control on the minor street approaches (Harrison Avenue) and uncontrolled on Main Street. Both roadways are owned and maintained by the Village of South Glens Falls and are subject to a Village-wide speed limit of 30 miles per hour (mph). The observed 85th percentile speed was 35 mph.



Figure 2-1: Harrison Avenue/Main Street Intersection

Harrison Avenue is classified as a Local Urban Minor Arterial and carries an Average Annual Daily Traffic (AADT) of approximately 2,532 vehicles per day (vpd). Main Street is also classified as a Local Urban Minor Arterial and carries an AADT of approximately 5,128 vpd. Harrison Avenue has a curb-to-curb width of approximately 26 feet east of the intersection and approximately 22 feet west of the intersection, with sidewalks on both sides and no on-street parking permitted. Main Street has a curb-to-curb width of approximately 40 feet, sidewalks on both sides, and on-street parking permitted on both sides. Main Street was recently paved, and new centerline pavement markings were installed through the intersection.

### 2.2. Roadside Conditions

Sidewalks are present along both Harrison Avenue and Main Street, providing pedestrian access to schools, residences, and businesses within the corridor, including Stewart's Gas Station to the north, Oliver W. Winch Middle School and Harrison Elementary School to the east, and nearby other commercial properties and apartment buildings. The general setting within the immediate vicinity of the intersection is residential with single and multi-family homes. The curb ramps at the intersection are not ADA compliant; lacking detectable warning pads, the ramps are not flush with the pavement at three of the four ramps.



Figure 2-2: Looking west on Harrison Avenue



Figure 2-3: Looking east on Harrison Avenue

### 2.3. Existing Signage and Pavement Markings

Pavement markings within the vicinity of the intersection are generally in fair condition. The centerline full-barrier pavement marking is in good condition as this was replaced over the winter of 2026 following the road was paving in the fall of 2025; however, there are no outer edge line or parking lane markings. The lack of edge line or parking lane markings could make the vehicular traveled way appear wider to drivers; wider travel lanes can sometimes result in higher vehicle speeds.

During the site visit, existing crosswalk markings on Main Street were observed to be faded and not continuous across the street, as shown in Figure 2-4. However, these same crosswalk markings were repainted in January or February. “No Parking” signs are installed on Harrison Avenue approximately 10 feet from the “Stop” sign. On Main Street, pedestrian warning signs with diagonal downward-pointing arrows are installed in advance of each marked crosswalk, consistent with the 2023 Manual on Uniform Traffic Control Devices (MUTCD) shown in Figure 2-5 and 2-6. “No Parking” signs are not installed on either side of Main Street approaching the intersection.



Figure 2-4: Crosswalk on Main Street



Figure 2-5: Pedestrian warning sign installed for northbound traffic on Main Street



Figure 2-6: Pedestrian warning sign installed for southbound traffic on Main Street

### 2.4. Vehicle Crash Data

Crash data was obtained from the NYSDOT CLEAR website for the intersection from December 18, 2022 to December 18, 2025 depicted in Table 2-1. Over this timeframe, no pedestrian/vehicular incidents or crashes associated with the pedestrian crossings were reported. Overall, 8 vehicle/vehicle crashes were reported at this intersection and included various types of crashes such as right angle and rear-end incidents. Patterns such as rolling stop, all-way stop confusion, and sight distance issues are noted on the table.

Crash Number	Severity	Crash Type	Pattern	Pedestrian Involved?
40281610	Property damage	Rear-end	Intersection sight distance	N
40369053	Property damage	Right angle	Intersection sight distance	N
39614380	Property damage	Right angle	Intersection sight distance	N
40173498	Property damage	Sideswipe		N
40063980	Property damage	Rear-end	Reversed from driveway	N
39455772	Injury	Right angle	Rolling stop at the intersection	N
39544962	Property damage	Right angle	Failed to make the stop	N
39709379	Injury	Right angle	Disregarded the stop sign	N
40042859	Property damage	Right angle	Mistakenly believed the intersection to be an all-way stop	N

Table - 2-1: Vehicle Crash Data Summary

**2.5. Sight Distance**

An intersection sight distance evaluation was completed following the procedures outlined in AASHTO’s A Policy on Geometric Design of Highways and Streets (2018). Mainline stopping sight distance was also evaluated to assess stopping capability along Main Street. Results, including available sight distance for all movements, are provided in Table 2-2 based on the observed 85th percentile speed of 35 mph.

Intersection Approach		Intersection Sight Distance (ft.) <sup>1</sup>				Stopping Sight Distance (ft.) <sup>2</sup>	
		Right-Turn from Minor	Left-Turn from Minor		Left Turn from Mainline	Main St. South (Northbound)	Main St. North (Southbound)
			Looking Left	Looking Right			
Harrison Ave. West (Eastbound)	Existing Available	487'	487'	387' *	> 400'	> 400'	
	Recommended	335'	335'	390'	285'	285'	
Harrison Ave. East (Westbound)	Existing Available	248' *	248' *	277' *	> 400'	> 400'	
	Recommended	335'	335'	390'	285'	285'	

\* Non Standard Sight Distance

1. Measured at 14.5 feet back from the travel way at an object and eye height of 3.5 feet.

2. Measured for a 3.5 foot object located in the path of vehicles on the major approach at an eye height of 3.5 feet.

**Table 2-2: Sight Distance Summary**

Sight distances along Main Street exceed recommended minimum values due to the straight alignment and level terrain. However, turning movements from Harrison Avenue fall below the minimum requirements, primarily due to utility poles and vegetation within the Main Street right-of-way. See section 5.3.2 for recommendations to improve the available sight distance when turning from Harrison Ave. Additional details are provided in Section 5.3.2.

**3.0 SITE ASSESSMENT AND OBSERVATIONS**

The following notes and observations are based on our site visit to the area and a review of the video data collected by traffic cameras.

1. Vehicles traveling eastbound or westbound on Harrison Avenue frequently stop beyond the stop bar, often stopping on the crosswalk. While this positioning improves sight distance for drivers, it obstructs pedestrian access to the sidewalk and crossing area (see Figure 3-1).



**Figure 3-1 Cars stopping on crosswalk**

2. Field observations indicated that vehicles rarely yield to pedestrians despite the presence of a crosswalk. A crossing guard is provided during school hours to assist students, but this support is limited to specific times, typically from 7:00-7:30 AM and 2:00-2:30 PM, and is not available during evenings, weekends, or non-school days. A summary of the interview with the crossing guard is in section 4 below. While vehicles are required to yield to pedestrians when they are crossing at an intersection in an unmarked crosswalk, that requirement may not be apparent to all drivers (see Figure 3-2). It should be noted that when field work by B&L staff was first performed, there were no crosswalk markings across Main St. The crosswalk markings were added in the winter of 2026 and have since improved driver compliance in yielding to pedestrians.



Figure 3-2 Car failing to yield to a pedestrian

3. Vehicles stopping on Harrison Avenue often make rolling stops rather than coming to a full stop, sometimes stopping on or beyond the crosswalk, likely due to a lack of available sight distance.
4. Nighttime lighting at the intersection is limited. Existing lighting is not focused on the crosswalks, particularly on the east leg, reducing pedestrian visibility after dark.
5. Observed pedestrian activity at the intersections was minimal, with a total of seven pedestrians noted during the morning school peak period 7:00–7:30 AM and three pedestrians observed during the afternoon period 2:00–2:30 PM.
6. Bicycle and other micromobility traffic (including e-bikes and scooters) were observed during the study period primarily within the roadway travel lanes. Under New York State Vehicle and Traffic Law, Class 1 and Class 2 e-bikes and e-scooters are generally permitted to operate on roadways with posted speed limits of 30 mph or less and are subject to the same rights and duties as bicyclists (with the exception that e-scooters are not permitted to operate on sidewalks). As such, their presence within the travel lanes at this location is legally permissible, particularly in the absence of dedicated bicycle facilities. From a safety perspective, mixed traffic operations may increase exposure to conflicts with motor vehicles, particularly at intersections, and may be sensitive to traffic speed, volume, and right-of-way interactions associated with turning movements between modes, which are important considerations in evaluating potential multimodal accommodations.

7. Multiple instances were observed where vehicles failed to stop for pedestrians waiting at curb ramps. Drivers typically yielded only when pedestrians were already within the crosswalk.

#### 4.0 STAKEHOLDER OUTREACH

B&L contacted the school crossing guard who works at this intersection when school is in session from 7-7:30 AM and 2-2:30 PM. Feedback indicated that pedestrian activity is concentrated during brief morning and afternoon periods, 7:15-7:20 AM and 2:10-2:20 PM on school days. The guard noted that observed safety concerns are largely related to driver behavior, including speeding and misjudged gaps in traffic. The crossing guard also noted that the primary concern involves drivers, particularly parents during pick-up and drop-off times, who are often in a hurry and not fully attentive. The crossing guard did not identify a clear need for a traffic signal or all-way stop control and noted that recent crosswalk striping has improved conditions.

#### 5.0 CONCEPT ALTERNATIVES

##### 5.1. Standards

The proposed design layouts and recommendations are based on the following standards:

- NYSDOT Highway Design Manual (HDM)
- AASHTO Policy on Geometric Design of Highways and Streets 2018, 7<sup>th</sup> ed.
- National Manual on Uniform Traffic Control Devices (MUTCD), 2023, 11<sup>th</sup> ed.
- NYS Supplement to the MUTCD, 2010
- National Association of City Transportation Officials (NACTO) Urban Street Design Guide

##### 5.2. Intersection Control Alternatives

The following alternatives were assessed for their applicability at this intersection:

1. All-Way Stop Control (AWSC) - **Recommended Alternative**
2. Enhanced Existing Intersection Control
3. Traffic Signal Control

The MUTCD provides guidance on the application of AWSC and Traffic Signal Control, including associated warrants. Evaluation of these control types requires consideration of existing operational performance and safety conditions, as well as the potential for improvement. The satisfaction of one or more MUTCD warrants does not, in itself, justify installation. Final determination should be based on the results of the warrant analysis in conjunction with engineering judgment and site-specific conditions.

Each of the three alternatives is described in detail in the following sections.

5.2.1. Alternative #1 - All-Way Stop Control (AWSC): **Recommended Alternative**  
AWSC requires all approaches to an intersection to stop, with right-of-way assigned based on vehicle arrival sequence. This control promotes orderly and predictable traffic movements.

An AWSC warrant analysis was conducted for the intersection and indicates that the criteria for two MUTCD warrants are met: Crash Experience and Restricted Sight Distance. Based on this evaluation and existing operating conditions, implementation of AWSC is justified and expected to improve overall intersection safety.

AWSC is anticipated to reduce both the frequency and severity of crashes by requiring all vehicles to stop prior to entering the intersection. It also improves operational consistency along the corridor, as a nearby intersection currently operates under all-way stop control. Additionally, AWSC mitigates sight distance limitations by requiring vehicles to stop at a common location, improving visibility between approaches. The full warrant analysis is provided in Appendix A.

AWSC is recommended and, at a minimum, should include the following elements:

1. Install STOP signs (MUTCD R1-1) on the Main Street approaches to establish AWSC.
2. Install ALL WAY plaques (MUTCD R1-3P) beneath each STOP sign
3. Install 18-inch-wide stop bars on the northbound and southbound Main Street approaches. Due to the proximity of adjacent schools and school bus activity, stop bar placement should account for school bus turning movements to avoid operational conflicts.

**Estimated Cost = \$1,000**

Additional safety and conspicuity enhancements to the AWSC intersection may include:

1. Solar-powered LED-enhanced STOP signs
2. High-visibility crosswalks
3. Sight distance improvements
4. Improved lighting
5. Traffic Calming Bump Outs/Curb Extensions or Install "No Parking" signs

These enhancements, as shown in Figure 5-1, are further detailed in section 5.3. Important to note about this intersection is that the existing diagonal crosswalk is replaced in Figure 5-1 with a standardized four crosswalk layout, this is further discussed in section 5.3.1.

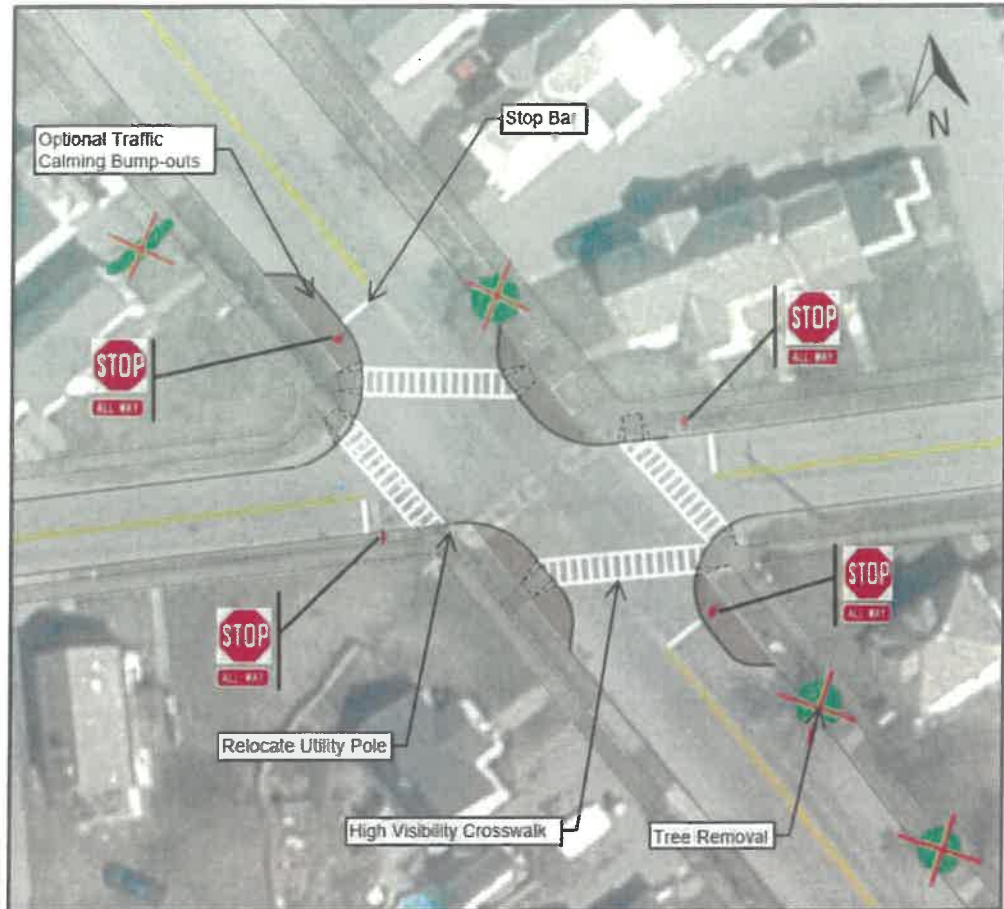


Figure 5-1 All Way Stop Control Alternative

5.2.2. Alternative #2 - Enhanced Existing Intersection Control - (Recommended if AWSC is not pursued)

Under this alternative, the intersection would continue operating under the existing control configuration, with stop control on the eastbound and westbound approaches of Harrison Avenue and free-flow conditions on Main Street.

While this alternative does not provide the same level of operational control or safety benefit as AWSC, targeted improvements could be implemented to enhance intersection safety and visibility. These measures, described further in Section 5.3, include:

1. High-visibility crosswalks
2. Sight distance improvements
3. Improved lighting
4. Traffic Calming Bump Outs/Curb Extensions or Install "No Parking" signs
5. Pedestrian warning devices
  - Rectangular Flashing Beacons (RRFBs)
  - Pedestrian warning signage

### 5.2.3. Alternative #3 - Traffic Signal (Not Warranted or Recommended)

The intersection does not meet any of the nine MUTCD traffic signal warrants, which evaluate the need for signalization based on factors such as traffic volumes, delay, pedestrian activity, and crash history.

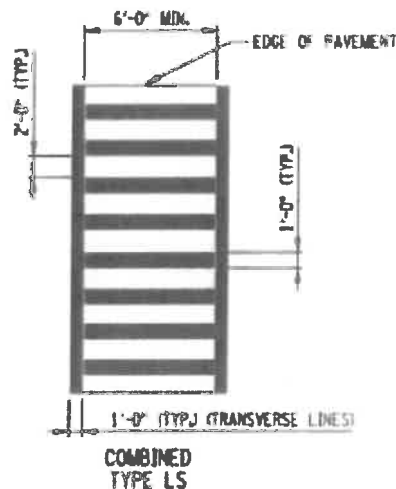
The analysis indicates that traffic volumes and delays are insufficient to justify signalization, pedestrian activity is limited, and crash patterns do not demonstrate a need for a traffic signal. Based on these findings and the detailed warrant analysis provided in Appendix B, installation of a traffic signal is not recommended at this time.

## 5.3. Intersection Safety Enhancements

The following additional enhancements were evaluated to supplement the intersection control alternatives and improve pedestrian visibility, driver awareness, and overall intersection safety.

### 5.3.1. High-Visibility Crosswalks (Applicable to Alternatives #1 and #2)

To increase driver awareness of the crossing locations, high-visibility crosswalks should be installed on Main Street and Harrison Avenue as indicated in Figure 5-1 above. The crosswalk should be "NYSDOT Type LS" that includes parallel stripes and ladder bars to enhance visibility as depicted in Figure 5-2. The pavement markings should be Epoxy paint with glass beads for retro-reflectivity or retro-reflective thermoplastic pavement markings.



Source: NYSDOT

Figure 5-2: High Visibility Crosswalk Stripping

The MUTCD permits diagonal crosswalk markings primarily at signalized intersections with exclusive pedestrian phases. In addition, Type LS markings discourage diagonal pedestrian crossings. Therefore, it is recommended that the existing diagonal crosswalk be replaced with standard perpendicular crosswalks on all four approaches.

**Estimated Cost = \$5,000**

5.3.2. Sight Distance Improvements (Optional for Alternative #1; Applicable to Alternative #2)

Sight distance limitations at the intersection are primarily caused by vegetation and a utility pole on the eastbound Harrison Avenue approach. Vehicles turning left from this approach experience restricted visibility to the right due to the pole, which should be relocated to meet minimum sight distance requirements. Coordination with the utility owner will be required, and relocation costs are typically borne by the utility.



Figure 5-3: Harrison Avenue eastbound sight distances

In addition, vegetation and trees located between the curb and sidewalk within approximately 250 feet of the intersection (Figure 5-4) restrict sight distance for vehicles on the westbound Harrison Avenue approach. Removal or trimming of this vegetation is recommended to improve visibility for both left- and right-turning movements onto Main Street.



Figure 5-4: Harrison Avenue westbound sight distances

**Estimated Cost (Vegetation Removal) = \$15,000**

### 5.3.3. Improved Lighting (Applicable to Alternatives #1 and #2)

Existing intersection lighting is limited to a single fixture on the southwest utility pole, which primarily illuminates the northwest portion of the Main Street crosswalk. The remaining crosswalk areas, particularly on the east leg, are inadequately lit, reducing pedestrian visibility during nighttime conditions. Video observations collected over a 48-hour weekday period (November 12–14, 2025) indicate that the existing fixture was not operational during the monitoring period. To improve visibility and enhance pedestrian safety, installation of an additional streetlight on the existing utility pole is recommended to provide more uniform intersection illumination.

**Estimated Cost = \$ 5,000 per fixture**

#### 5.3.4. Bump Outs/Curb Extensions (Applicable to Alternatives #1 and #2)

This treatment can reduce pedestrian crossing distances, improve pedestrian visibility, and provide traffic calming benefits by narrowing the roadway at the intersection, thereby enhancing overall pedestrian safety. At this intersection, curb extensions could be installed on Main Street as shown in Figure 5-1 above, allowing the pedestrian to be more visible to drivers, especially if the parking lane is occupied. An example photo of a typical Bump Out/Curb Extension at an intersection with a parking lane is provided in Figure 5-5



Figure 5-5 Traffic Calming Bump Outs

**Estimated Cost = \$ 25,000 each X 4 = \$100,000**

#### 5.3.5. No Parking sign (Relevant for Alternative #1 and #2)

Installation of "No Parking" signs are recommended to be installed 20 feet from the crosswalk on Main Street on both sides of the road to improve sight distance obstructed by parked vehicles. "No-Parking" signs are already present on the Harrison Avenue intersection approaches, although the existing signs should be updated while the Main Street signs are installed. These additional signs would not be necessary if the Traffic Calming Bump Outs/Curb Extensions are installed.

**Estimated Cost = \$ 250 per sign x 4 = \$1,000**

5.3.6. Advanced pedestrian warning signs (Applicable to Alternative #2 Only)

If AWSC is not implemented, advance pedestrian warning signs should be installed on Main Street in accordance with MUTCD guidance for uncontrolled crosswalks (Figure 5-6). Fluorescent yellow-green signage is recommended for enhanced visibility and should include retroreflective signpost striping to improve driver awareness.

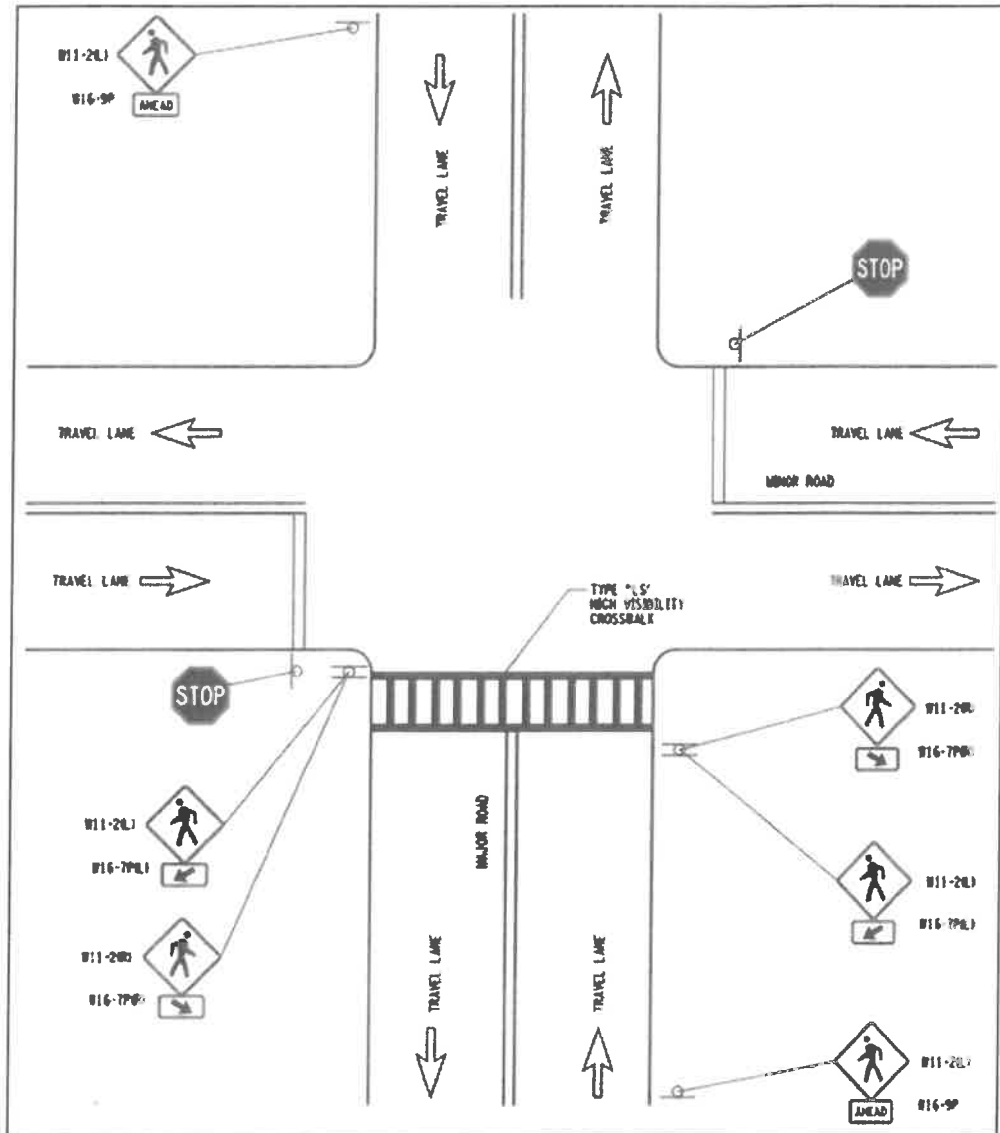


Figure 5-6: Sign plan for Uncontrolled Crosswalks at Intersections

Estimated Cost = \$500 per sign location x 4 = \$2,000

5.3.7. Rectangular Rapid Flashing Beacons (RRFB) (Applicable to Alternative #2 Only)

Rectangular Rapid Flashing Beacons (RRFBs) may be considered to enhance driver yielding behavior at uncontrolled crosswalks. RRFBs consist of high-intensity, rapidly flashing yellow beacons mounted on pedestrian warning signs and activated by push button. RRFBs are not appropriate for use at stop-controlled approaches and therefore would only be applicable if AWSC is not implemented.



Figure 5-7: Typical RRFB Installation at an Intersection

For this location, four RRFB assemblies are recommended on the east and west sides of Main Street, at each crossing location. Each assembly should include dual-sided signage and beacon units to provide visibility to both directions of traffic. Advance warning signs should also be installed as described in Section 5.3.6.

**Estimated Cost = \$ 15,000 per pole x 4 poles = \$ 60,000**

**6.0 IMPLEMENTATION**

As noted in section 2, both Main Street and Harrison Avenue are under the jurisdiction of the Village of South Glens Falls. From an implementation perspective, sole jurisdiction simplifies the process. With both the recommended AWSC alternative and the Enhanced Existing Intersection alternative, the Village can undertake many, if not most, of the needed improvements using municipal resources. In the case of utility pole relocation, additional coordination will be required with the utility company.

In the case of the optional improvements, such as curb extensions or RRFBs, additional funding may be required. However, many infrastructure funding sources have minimum cost requirements that the project has to meet. The Village may want to consider combining the intersection improvements with other projects within the Village to exceed the minimum requirements.

For example, the A/GFTC Make the Connection Program is a potential funding source for bicycle and pedestrian improvements. This program supports intersection-level safety enhancements, including traffic calming measures, ADA upgrades, and pedestrian accommodations. A minimum total project cost of \$75,000 is required for construction or combined design and construction, with a 20% local match. As a federally funded program, the administration of this grant requires substantial effort. Should the Village wish to pursue this option, it would be recommended to combine relevant project elements with other pedestrian improvements (such as improved ADA accommodations) in the same vicinity to meet the minimum project threshold.

A summary of expected costs for the recommended alternative is included in Table 6-1 below. It is important to note that the cost estimates assume that the improvements would be funded directly by the Village; the additional design and regulatory compliance requirements of grant funding through State or Federal programs will increase project costs.

<b>Table 6-1: Concept Level Cost Estimates</b>		
<b>All-Way Stop Control (AWSC) – Recommended Alternative</b>		
<b>Item</b>	<b>Cost</b>	<b>Notes</b>
Stop Control Signs and Pavement Markings	\$1,000	LED enhanced Stop Signs optional
High-Visibility Crosswalks	\$5,000	
Sight distance improvements	\$15,000	Utility relocation will require coordination with utility company
Improved lighting	\$5,000	
“No Parking” signs	\$1,000	
<b>Subtotal: AWSC</b>	<b>\$27,000</b>	
Bump Outs/Curb Extensions (Optional)	\$100,000	
<b>Total: AWSC</b>	<b>\$127,000</b>	

**APPENDIX A – All-Way Stop Traffic Control Warrant Analysis**

# Main St. & Harrison Ave. Intersection Evaluation

## All-Way Stop Traffic Control Warrant Analysis

Memo To: A/GFTC  
Village of South Glens Falls

Date: February 9, 2026

From: Barton & Loguidice, D.P.C.

File: 1896.015.001

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### All-Way Stop Control Warrant Analysis Background

The provisions in the following sections describe warrants for the recommended engineering study to determine if implementing all-way stop control (AWSC) at an intersection should be considered. The 2023 National Manual on Uniform Traffic Control Devices (MUTCD), 11th Edition, along with the New York State (NYS) Supplement, serves as the primary reference for this analysis. The MUTCD identifies five warrants that pertain to the installation of AWSC at intersections.

According to MUTCD Section 2B.12, the evaluation of the need for AWSC must include an analysis of factors related to the existing operational and safety conditions at the intersection, as well as the potential for improvement. The applicable warrants are as follows:

- AWSC Warrant A: Crash Experience (see Section 2B.13)
- AWSC Warrant B: Sight Distance (see Section 2B.14)
- AWSC Warrant C: Transition to Signal Control or Transition to Yield Control at a Circular Intersection (see Section 2B.15)
- AWSC Warrant D: 8-Hour Volume (Vehicles, Pedestrians, Bicycles) (see Section 2B.16)
- AWSC Warrant E: Other Factors (see Section 2B.17)

It should be noted that meeting one or more of these warrants does not automatically require the installation of all-way stop control. Rather, implementation should be based on the results of the warrant analysis, engineering judgement, and considering the conditions of the specific location.

### 1.0 WARRANT A, CRASH EXPERIENCE

Warrant A, states that AWSC may be installed at an intersection where an engineering study indicates that:

- A. For a four-leg intersection, there are five or more reported crashes in a 12-month period or six or more reported crashes in a 36-month period that were of a type susceptible to correction by the installation of all-way stop control.
- B. For a three-leg intersection, there are four or more reported crashes in a 12-month period or five or more reported crashes in a 36-month period that were of a type susceptible to correction by the installation of all-way stop control.



**Table 1 - Warrant A Analysis Results**

Intersection Crash Severity				
Crash History Period	Personal Injury	Property Damage Only	Non-Reportable	Total
2/2022 - 1/2023	2	2		4
2/2023 - 1/2024		3		3
2/2024 - 1/2025		2		2
<b>Total</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>9</b>

Crash data for the intersection was obtained from the NYSDOT CLEAR Crash Data Viewer for the most recent three-year period of February 2022 through January 2025. As shown in Table 1, there were less than five reported crashes within any 12-month period. However, the intersection experienced more than six reported crashes within the 36-month period that are considered susceptible to correction through the installation of all-way stop control. Review of the crash reports indicates that three of these crashes involved driver confusion regarding right-of-way, including instances where motorists assumed the intersection operated as an all-way stop or failed to comply with the existing stop control. **Therefore, Warrant A is satisfied.**

**2.0 WARRANT B, SIGHT DISTANCE**

Warrant B (Sight Distance) states that AWSC may be considered at intersections where an engineering study indicates that sight distance on the minor-road approach is insufficient for a vehicle to turn onto or cross the major (uncontrolled) road. At such locations, a road user, after stopping, cannot see conflicting traffic and is unable to safely negotiate the intersection unless conflicting traffic is also required to stop.

An intersection sight distance evaluation was completed following the procedures outlined in AASHTO's *A Policy on Geometric Design of Highways and Streets* (2018). Mainline stopping sight distance was also evaluated to assess the ability of vehicles to come to a complete stop at the intersection while travelling along Main St.

The results of the sight distance analysis are presented in Table 2, based on the observed (85<sup>th</sup> percentile) speed of Main St. at 35 MPH.

**Table 2 - Warrant B, sight distance summary**

Intersection Approach		Intersection Sight Distance (ft.) <sup>1</sup>				Stopping Sight Distance (ft.) <sup>2</sup>	
		Right-Turn from Minor	Left-Turn from Minor		Left Turn from Mainline	Main St. South (Northbound)	Main St. North (Southbound)
			Looking Left	Looking Right			
Harrison Ave. West (Eastbound)	Existing Available	487'	487'	387' *	> 400'	> 400'	> 400'
	Recommended	335'	335'	390'	285'	285'	285'
Harrison Ave. East (Westbound)	Existing Available	248' *	248' *	277' *	> 400'	> 400'	> 400'
	Recommended	335'	335'	390'	285'	285'	285'

\* Non Standard Sight Distance

1. Measured at 14.5 feet back from the travel way at an object and eye height of 3.5 feet.

2. Measured for a 3.5 foot object located in the path of vehicles on the major approach at an eye height of 3.5 feet.



Figure 1 – Intersection sight distance – Harrison Avenue (Eastbound)



Figure 2 – Intersection sight distance – Harrison Avenue (Westbound)



**Figure 3 – Vegetation limiting intersection sight distance**

Table 1 summarizes the available sight distance measurements for all movements at the intersection. Sight distances for all movements along Main St. exceed the recommended minimum values, which is attributed to the straight horizontal alignment and generally level terrain along the mainline corridor.

Several movements from the Harrison Ave. approaches exhibit sight distances below the recommended minimum. These deficiencies are primarily the result of fixed roadside features, including utility poles, as well as vegetation located along the Main St. right-of-way.

Figures 1 and 2 illustrate the sight triangles for vehicles approaching from Harrison Ave. As shown in Figure 1, vehicles on the eastbound Harrison Ave. approach making left turns and looking to the right experience sight distances below the recommended minimum due to a utility pole that limits the available line of sight. Additionally, Figure 2 indicates that, in the absence of tree trimming or vegetation removal, available sight distance is restricted for vehicles turning left and right from the westbound Harrison Avenue approach onto Main St.

Therefore, due to these restricted sight distance conditions on the minor street approaches, **Warrant B is satisfied.**

**3.0 WARRANT C, TRANSITION TO SIGNAL CONTROL OR TRANSITION TO YIELD CONTROL AT A CIRCULAR INTERSECTION – NOT APPLICABLE**



**4.0 WARRANT D, 8-HOUR VOLUME (VEHICLES, PEDESTRIANS, BICYCLES)**

Warrant D, AWSC may be installed at an intersection where an engineering study indicates:

- A. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the major-street approaches is at least 300 units per hour for each of any 8 hours of a typical day; and
- B. The combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the minor- street approaches is at least 200 units per hour for each of any of the same 8 hours.

**Table 3 - Warrant D Analysis Results**

Hour	8-HOUR VOLUME (vph)	
	Major Approach (Main Street)	Minor Approach (Harrison Avenue)
9:45 AM	298	75
10:45 AM	321	69
11:45 AM	316	81
12:45 PM	355	88
1:45 PM	438	135
2:45 PM	434	130
3:45 PM	446	116
4:45 PM	375	121
Condition Met	<b>NO</b>	<b>NO</b>

As shown in Table 3, the combined motor vehicle, bicycle, and pedestrian volume from the major-and minor street approaches does not surpass the thresholds of 300 units per hour or 200 units per hour for each of any 8 hours, respectively. **Therefore, Warrant D is not satisfied.**

**5.0 WARRANT E, OTHER FACTORS**

AWSC may be installed at an intersection where an engineering study indicates that AWSC is needed due to other factors not addressed in the other AWSC warrants. Such other factors may include, but are not limited to, the following:

- A. The need to control left-turn conflicts,
- B. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where AWSC would improve traffic operational characteristics of the intersection, or
- C. Where pedestrian and/or bicyclist movements support the installation of all-way stop control.



In taking other factors outside of the previous warrants into consideration, there does not appear to be any items that would require the installation of an all-way stop control. Therefore, **Warrant E is not satisfied.**

**6.0 WARRANT ANALYSIS CONCLUSION AND RECOMMENDATIONS**

**Table 4 – All-Way Stop Traffic Control Signal Warrant Summary**

Warrant	Criteria Satisfied (Y/N)
Warrant A: Crash Experience	YES
Warrant B: Sight Distance	YES
Warrant C: Transition to Signal Control or Transition to Yield Control at a Circular Intersection	N/A
Warrant D: 8-hour volume	NO
Warrant E: Other factors	NO

The intersection of Harrison Avenue and Main Street in the Village of South Glens Falls satisfies two of the All-Way Stop Control (AWSC) warrants, including Crash Experience and Restricted Sight Distance. Based on the warrant evaluation and an assessment of existing intersection operations, installation of AWSC is justified under existing conditions.

AWSC is recommended and should include the following elements:

- STOP signs (MUTCD R1-1) installed on all approaches
- ALL WAY plaques (MUTCD R1-3P) installed below each STOP sign
- 18-inch-wide painted stop bars on the northbound and southbound approaches along Main Street

To enhance driver awareness and visibility, the Village may also consider the installation of solar-powered LED-enhanced STOP signs.

As an alternative to, or in conjunction with, AWSC, improvements to intersection sight distance may be implemented. These measures include removal or relocation of vegetation that restricts sight distance, as shown in Figure 1, and relocation of the utility pole identified in Figure 2 to increase available visibility.

Implementation of these measures, either independently or in combination with AWSC, would improve intersection sight distance and visibility for all roadway users.

## APPENDIX B – Traffic Signal Warrant Analysis

# Main St. & Harrison Ave. Intersection Evaluation

## Traffic Signal Warrant Analysis

Memo To: A/GFTC  
Village of South Glens Falls

Date: February 9, 2026

From: Barton & Loguidice, D.P.C.

File: 1896.015.001

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### Traffic Signal Warrant Analysis Background

The 2023 National Manual on Uniform Traffic Control Devices (NMUTCD), 11<sup>th</sup> Edition, and its NYS Supplement will be referenced throughout this analysis to justify the results. There are 9 warrants within the NMUTCD pertaining to the installation of a traffic control signal. NMUTCD Section 4C.01 states that the investigation of the need for a traffic control signal shall include an analysis of factors related to the existing operation and safety at the study location and the potential to improve these conditions, and the applicable factors contained in the following traffic signal warrants:

- Warrant 1, Eight-Hour Vehicular Volume
- Warrant 2, Four-Hour Vehicular Volume
- Warrant 3, Peak Hour
- Warrant 4, Pedestrian Volume
- Warrant 5, School Crossing
- Warrant 6, Coordinated Signal System
- Warrant 7, Crash Experience
- Warrant 8, Roadway Network
- Warrant 9, Intersection Near a Grade Crossing

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal but rather should be justified by the results of an engineering study of traffic conditions, pedestrian characteristics, and physical characteristics of the location in conjunction with the aforementioned warrants.

### 1.0 WARRANT 1, EIGHT-HOUR VEHICULAR VOLUME

Warrant 1, the eight-hour vehicular volume warrant, states that the need for a traffic control signal shall be considered if one of the following conditions exists for each of any 8 hours of an average day:

- A. The vehicles per hour given in both 100 percent columns of Condition A in Table 1 exist on the major street and the higher-volume minor street approaches, respectively, to the intersection; or
- B. The vehicles per hour given in both 100 percent columns of Condition B in Table 1 exist on the major street and the higher-volume minor street approaches, respectively, to the intersection.



In applying each condition, the major-street and minor-street volumes shall be for the same 8 hours. On the minor street, the higher volume shall not be required to be on the same approach during each of these 8 hours.

Table 1, showing the intersection vehicular volumes relating to Warrant 1 is shown below:

**Table 1 - Warrant 1, Eight-Hour Vehicular Volume**

**Condition A—Minimum Vehicular Volume**

Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
Major Street	Minor Street	100% <sup>a</sup>	80% <sup>a</sup>	70% <sup>a</sup>	56% <sup>a</sup>	100% <sup>a</sup>	80% <sup>a</sup>	70% <sup>a</sup>	56% <sup>a</sup>
1	1	500	400	350	280	150	120	105	84
2 or more	1	600	480	420	336	150	120	105	84
2 or more	2 or more	600	480	420	336	200	160	140	112
1	2 or more	500	400	350	280	200	160	140	112

**Condition B—Interruption of Continuous Traffic**

Number of lanes for moving traffic on each approach		Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
Major Street	Minor Street	100% <sup>a</sup>	80% <sup>a</sup>	70% <sup>a</sup>	56% <sup>a</sup>	100% <sup>a</sup>	80% <sup>a</sup>	70% <sup>a</sup>	56% <sup>a</sup>
1	1	750	600	525	420	75	60	53	42
2 or more	1	900	720	630	504	75	60	53	42
2 or more	2 or more	900	720	630	504	100	80	70	56
1	2 or more	750	600	525	420	100	80	70	56

- <sup>a</sup> Basic minimum hourly volume
- <sup>b</sup> Used for combination of Conditions A and B after adequate trial of other remedial measures
- <sup>c</sup> May be used when the major-street speed exceeds 40 mph or in an isolated community with a population of less than 10,000
- <sup>d</sup> May be used for combination of Conditions A and B after adequate trial of other remedial measures when the major-street speed exceeds 40 mph or in an isolated community with a population of less than 10,000

The eight peak hours selected for this intersection can be seen in Table 2, below. These peak volumes are compared to the “1 lane & 1 lane” volumes of Table 1, above.

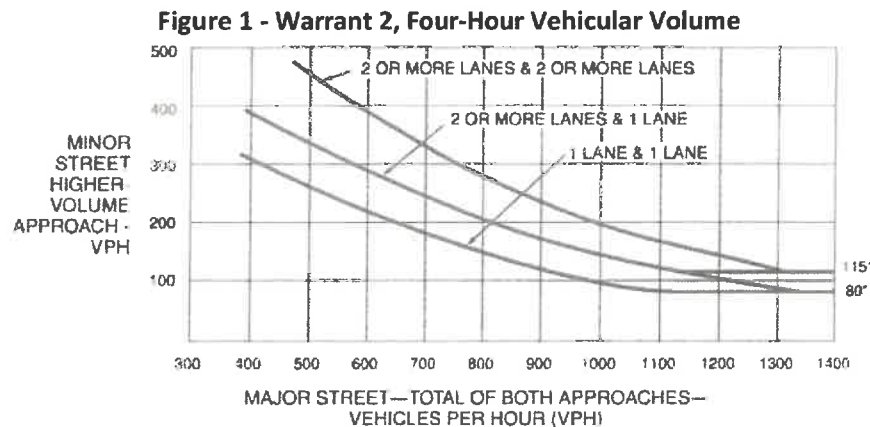


Table 2: Warrant 1 Analysis Results Main St. & East Approach Harrison Ave.		
Hour	Vehicular Volume (vph)	
	Major Approach (Main Street)	Minor Approach (Harrison Avenue)
8:45 AM	371	83
9:45 AM	297	49
10:45 AM	320	39
11:45 AM	316	54
12:45 PM	352	54
1:45 PM	435	89
2:45 PM	433	76
3:45 PM	444	68
Condition A Met	<b>NO</b>	<b>NO</b>
Condition B Met	<b>NO</b>	<b>YES</b>

As shown in Table 2, neither condition is met for both the major and minor approach. Therefore, Warrant 1 is not satisfied.

## 2.0 WARRANT 2, FOUR-HOUR VEHICULAR VOLUME

Warrant 2, the four-hour vehicular volume warrant, states that the need for a traffic signal shall be considered if for each of any 4 hours of an average day, the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) all fall above the applicable curve in Figure 1 for the existing combination of approach lanes.



Note. 115 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 80 vph applies as the lower threshold volume for a minor-street approach with one lane

The four peak hours selected for this intersection can be seen in Table 3.

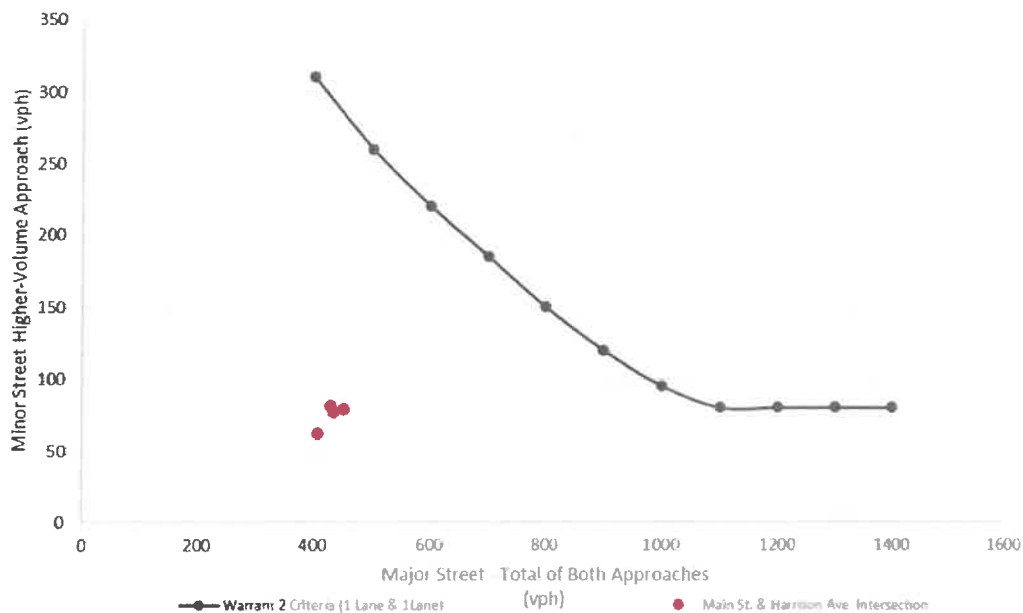


Table 3: Warrant 2 Analysis Results Main St. & Harrison Ave.		
Hour	Vehicular Volume (vph)	
	Major Approach (Main St.)	Minor Approach (Harrison Ave.)
1:15 PM	407	62
2:15 PM	451	79
3:15 PM	429	81
4:15 PM	434	77

These peak volumes are plotted against the “1 lane & 1 lane” curve of Figure 1 in the following figure:

Figure 2

Warrant 2 - Main St. & Harrison Ave. Intersection Conditions



From Figure 2, it can be seen that the plotted points representing the proposed vehicular volumes fall below the applicable curve. Therefore, Warrant 2 is not satisfied.



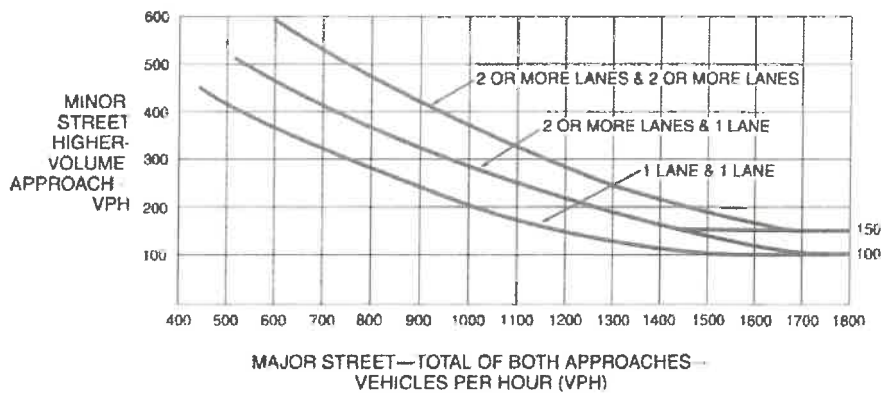
**3.0 WARRANT 3, PEAK HOUR**

Warrant 3, the peak hour signal warrant, is intended for use at a location where traffic conditions for a minimum of 1 hour of an average day, the minor-street suffers undue delay when entering or crossing the major street. This warrant shall be applied only in unusual cases, such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time.

The need for a traffic control signal shall be considered if an engineering study finds that the criteria in either of the following two categories are met:

- A. If all three of the following conditions exist for the same 1 hour (any four consecutive 15-minute periods) of an average day:
  - 1. The total stopped time delay experienced by the traffic on one minor-street approach (one direction only) controlled by a STOP sign equals or exceeds: 4 vehicle-hours for a one-lane approach or 5 vehicle-hours for a two-lane approach; and
  - 2. The volume on the same minor-street approach (one direction only) equals or exceeds 100 vehicles per hour for one moving lane of traffic or 150 vehicles per hour for two moving lanes; and
  - 3. The total entering volume serviced during the hour equals or exceeds 650 vehicles per hour for intersections with three approaches or 800 vehicles per hour for intersections with four or more approaches.
  
- B. The plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) for 1 hour (any four consecutive 15-minute periods) of an average day falls above the applicable curve in Figure 3 for the existing combination of approach lanes.

**Figure 3 - Warrant 3, Peak Hour**



\*Note. 150 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 100 vph applies as the lower threshold volume for a minor-street approach with one lane



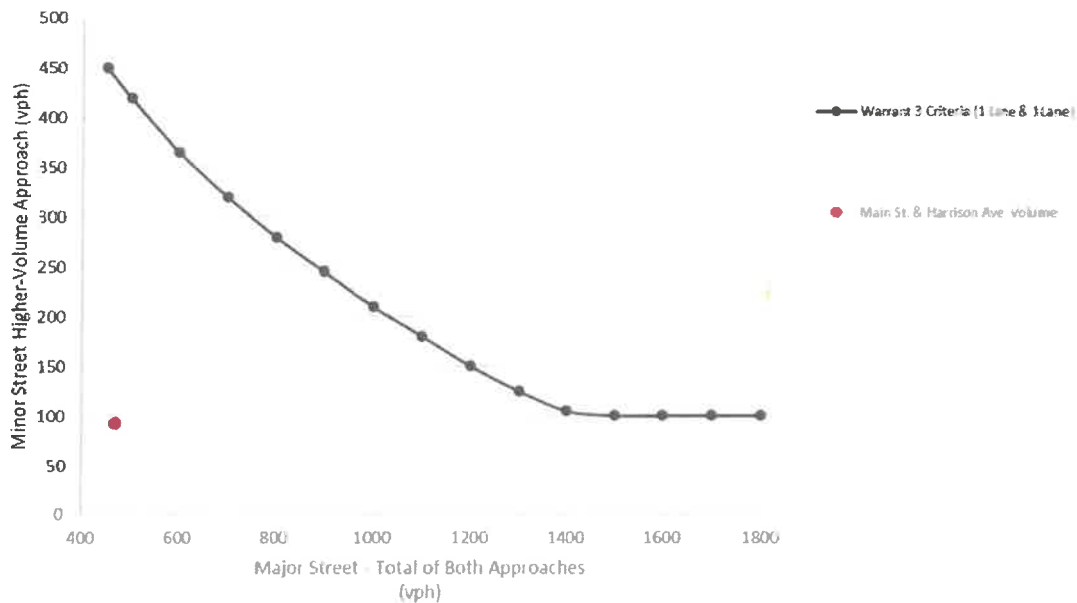
Table 4 - Warrant 3 Analysis Results

Table 4: Warrant 3 Analysis Results Main St. & Harrison Ave.		
Hour	Vehicular Volume (vph)	
	Major Approach (Main St)	Minor Approach (Harrison Ave.)
2:00 PM	468	92

The peak hour occurs in afternoon as shown in Table 4 above. These peak volumes were measured against the criteria set in Warrant 3-A as well as the “1 & 1 lane” curve of Figure 4 as shown below.

Figure 4

Warrant 3 - Main St. & Harrison Ave. Intersection Conditions



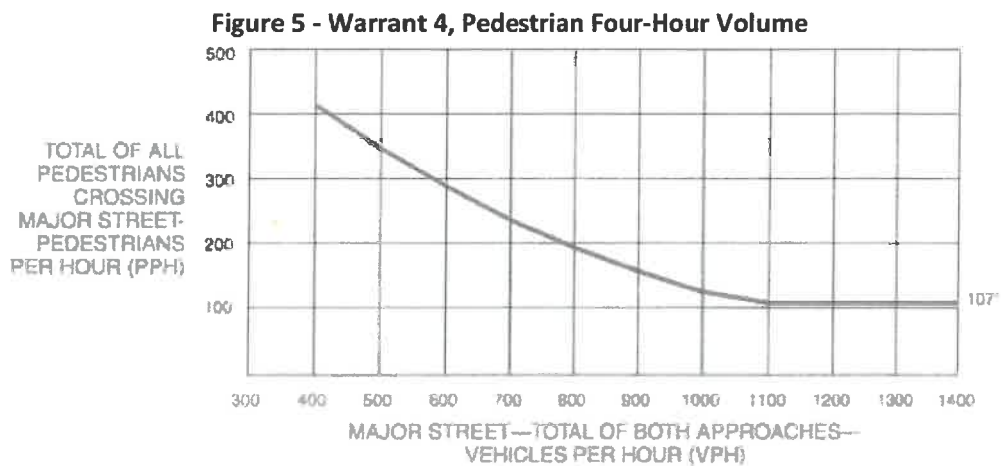
By comparison, the volumes shown in Table 4 do not satisfy Signal Warrant 3-A.2. Signal Warrant 3-B is also not satisfied, as depicted in Figure 4 where the vehicles per hour on the major street approaches and minor street critical approach falls below the “1 lane & 1 lane” curve. **Therefore, Warrant 3 is not satisfied.**



**4.0 WARRANT 4, PEDESTRIAN VOLUME**

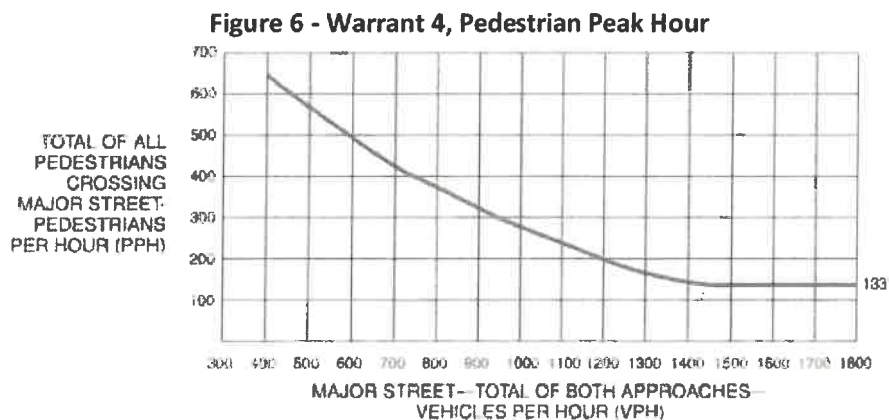
Warrant 4, the pedestrian volume signal warrant, is intended for application where the traffic volume on a major street is so heavy that pedestrians experience excessive delay in crossing the major street. The NMUTCD states that the need for a traffic control signal at an intersection or midblock crossing shall be considered if one of the following criteria is met:

- A. For each of any 4 hours of an average day, the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding pedestrians per hour crossing the major street (total of all crossings) all fall above the curve in Figure 5; or



\*Note: 107 pph applies as the lower threshold volume

- B. For 1 hour (any four consecutive 15-minute periods) of an average day, the plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding pedestrians per hour crossing the major street (total of all crossings) falls above the curve in Figure 6.



\*Note: 133 pph applies as the lower threshold volume



Table 5

Warrant 4-A Analysis Results Main St. & Harrison Ave.		
Hour	Vehicular Volume (vph)	Pedestrian Volume (pph)
	Major Approach (Main St.)	Crossing of Main St.
7:00 AM	466	7
8:00 AM	356	3
9:00 AM	344	1
10:00 AM	280	2

Table 6

Warrant 4-B Analysis Results Main St. & Harrison Ave.		
Hour	Vehicular Volume (vph)	Pedestrian Volume (pph)
	Major Approach (Saratoga Ave.)	Crossing of Main St.
7:00 AM	466	7

During the four-hour study period, a total of 13 pedestrians crossed Main Street at the intersection. The peak pedestrian hour occurred between 7:00 AM and 8:00 AM, during which seven pedestrians crossed Main Street. None of the observed volumes met or exceeded the thresholds shown in Figure 4C-5 for any four-hour period of an average day, and no single hour (four consecutive 15-minute intervals) met or exceeded the threshold curve shown in Figure 4C-6. Therefore, **Warrant 4 is not satisfied.**

#### 5.0 WARRANT 5, SCHOOL CROSSING

Warrant 5, the school crossing signal warrant, applies where schoolchildren crossing the major street are the primary justification for installing a traffic control signal. The NMUTCD states that a traffic control signal should be considered when the frequency and adequacy of gaps in the vehicular traffic stream, relative to the number and size of schoolchildren groups at an established school crossing, indicate that the number of adequate gaps during the school crossing period is less than the number of minutes in that period, and when at least 20 schoolchildren cross during the highest crossing hour.

Observed school crossing volumes at the Harrison Avenue and Main Street intersection did not exceed 20 schoolchildren during the peak crossing hour. **Therefore, Warrant 5 is not satisfied.**



#### 6.0 WARRANT 6, COORDINATED SIGNAL SYSTEM

Progressive movement in a coordinated signal system sometimes necessitates installing traffic control signals at intersections where they would not otherwise be needed in order to maintain proper platooning of vehicles.

- A. On a one-way street or a street that has traffic predominantly in one direction; the adjacent traffic control signals are so far apart that they do not provide the necessary degree of vehicular platooning.
- B. On a two-way street, adjacent traffic control signals do not provide the necessary degree of platooning and the proposed and adjacent traffic control signals will collectively provide a progressive operation.

**Neither Main St. nor Harrison Ave. includes a coordinated signal system. Therefore, Warrant 6 is not satisfied.**

#### 7.0 WARRANT 7, CRASH EXPERIENCE

Warrant 7, the crash experience signal warrant, is intended for application where the severity and frequency of crashes are the principal reasons to consider installing a traffic control signal. The NMUTCD states that the need for a traffic control signal shall be considered if all the following criteria are met:

- A. Adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce the crash frequency; and
- B. At least one of the following conditions applies to the reported crash history (where each reported crash considered is related to the intersection and apparently exceeds the applicable requirements for a reportable crash):
  - 1. The number of reported angle crashes and pedestrian crashes within a 1-year period equals or exceeds the threshold number in Table 7 for total angle crashes and pedestrian crashes (all severities); or
  - 2. The number of reported fatal-and-injury angle crashes and pedestrian crashes within a 1-year period equals or exceeds the threshold number in Table 7 for total fatal-and-injury angle crashes and pedestrian crashes; or



**Table 7 – Minimum Number of Reported Crashes in a One-Year Period**

Number of through lanes on each approach		Total of angle and pedestrian crashes (all severities) <sup>a</sup>		Total of fatal-and-injury angle and pedestrian crashes <sup>a</sup>	
Major Street	Minor Street	Four Legs	Three Legs	Four Legs	Three Legs
1	1	5	4	3	3
2 or more	1	5	4	3	3
2 or more	2 or more	6	4	3	3
1	2 or more	5	4	3	3

<sup>a</sup> Angle crashes include all crashes that occur at an angle and involve one or more vehicles on the major street and one or more vehicles on the minor street

3. The number of reported angle crashes and pedestrian crashes within a 3-year period equals or exceeds the threshold number in Table 8 for total angle crashes and pedestrian crashes (all severities); or
4. The number of reported fatal-and-injury angle crashes and pedestrian crashes within a 3-year period equals or exceeds the threshold number in Table 8 for total fatal-and-injury angle crashes and pedestrian crashes; and

**Table 8 – Minimum Number of Reported Crashes in a Three-Year Period**

Number of through lanes on each approach		Total of angle and pedestrian crashes (all severities) <sup>a</sup>		Total of fatal-and-injury angle and pedestrian crashes <sup>a</sup>	
Major Street	Minor Street	Four Legs	Three Legs	Four Legs	Three Legs
1	1	6	5	4	4
2 or more	1	6	5	4	4
2 or more	2 or more	6	5	4	4
1	2 or more	6	5	4	4

<sup>a</sup> Angle crashes include all crashes that occur at an angle and involve one or more vehicles on the major street and one or more vehicles on the minor street

- C. For each of any 8 hours of an average day, the vehicles per hour (vph) given in both of the 80 percent columns of Condition A in Table 1, or the vph in both of the 80 percent columns of Condition B in Table 1 exists on the major street and the more critical minor-street approach, respectively, to the intersection, or the volume of pedestrian traffic is not less than 80 percent of the requirements specified in the Pedestrian Volume warrant.

The detailed crash history for the intersection was obtained from the NYSDOT CLEAR Crash Data Viewer for the most recent three-year period from February 2022 through January 2025. During this time period there were a total of 9 crashes reported within the intersection limits, further details are provided in the Tables below.



**Table 9 – Intersection Crash Severity**

Crash History Period	Personal Injury	Property Damage Only	Non-Reportable	Total
2/2022 - 1/2023	2	2		4
2/2023 - 1/2024		3		3
2/2024 - 1/2025		2		2
<b>Total</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>9</b>

**Table 10 – Intersection Crash Type**

Crash History Period	Rear-End	Left Turn	Right Angle	Head-On	Right Turn	Over-taking	Side-swipe	Other	Total
3/2022 - 2/2023			4						4
3/2023 - 2/2024	1		1				1		3
3/2024 - 2/2025	1		1						2
<b>Total</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>9</b>

The crash history at the intersection does not indicate a pattern of crashes that would be expected to be correctable through installation of a traffic control signal. No crashes involving fatalities or pedestrians were reported during the three-year analysis period. A review of each individual year indicates that crash frequency has generally decreased over time, suggesting that existing traffic control and other measures may be contributing to improved intersection safety.

A total of six right-angle crashes occurred during the analysis period. The thresholds for both (1) total angle and pedestrian crashes (all severities) and (2) fatal-and-injury angle and pedestrian crashes were not exceeded for any individual one-year period or for the total three-year period. While the total number of reported angle and pedestrian crashes during the three-year period equaled the threshold value of six crashes identified in Table 4C-3, additional volume criteria were not met.

Specifically, the major street traffic volume (VPH) satisfied the 80-percent threshold under Condition A; however, Condition B was not satisfied. Additionally, the minor street traffic volumes are substantially below the minimum values identified in Table 4C-3. **Therefore, Warrant 7 is not satisfied.**

## 8.0 WARRANT 8, ROADWAY NETWORK

Installing a traffic control signal at some intersections might be justified to encourage concentration and organization of traffic flow on a roadway network. Warrant 8, the roadway network signal warrant, states that the need for a traffic control signal shall be considered if the common intersection of two or more major routes meets one or both of the following criteria:

- A. The intersection has a total existing, or immediately projected, entering volume of at least 1,000 vehicles per hour during the peak hour of a typical weekday and has 5-year projected traffic volumes, based on an engineering study, that meet one or more of Warrants 1, 2, and 3 during an average weekday; or
- B. The intersection has a total existing or immediately projected entering volume of at least 1,000 vehicles per hour for each of any 5 hours of a non-normal business day (Saturday or Sunday).

A major route as used in this signal warrant shall have at least one of the following characteristics:

- A. It is part of the street or highway system that serves as the principal roadway network for through traffic flow.
- B. It includes rural or suburban highways outside, entering, or traversing a city.
- C. It appears as a major route on an official plan, such as a major street plan in an urban area traffic and transportation study.

Warrant 8 is only applicable at the intersection of two *major* routes. By definition, Harrison Avenue is not a major route. **As such, Warrant 8 is not satisfied.**

## 9.0 WARRANT 9, INTERSECTION NEAR A GRADE CROSSING

Warrant 9, the intersection near a grade crossing signal warrant, is intended for use at a location where none of the conditions described in the other eight traffic signal warrants are met, but the proximity to the intersection of a grade crossing on an intersection approach controlled by a STOP or YIELD sign is the principal reason to consider installing a traffic control signal.

The intersection is not in close proximity to a railroad at-grade crossing and therefore, **Warrant 9 is not satisfied.**



**10.0 WARRANT ANALYSIS CONCLUSION AND RECOMMENDATIONS**

**Table 11 - Traffic Control Signal Warrant Summary**

<b>Signal Warrant</b>	<b>Criteria Satisfied (Y/N)</b>
Warrant 1: Eight-Hour Vehicular Volume	<b>NO</b>
Warrant 2: Four-Hour Vehicular Volume	<b>NO</b>
Warrant 3: Peak Hour	<b>NO</b>
Warrant 4: Pedestrian Volume	<b>NO</b>
Warrant 5: School Crossing	<b>NO</b>
Warrant 6: Coordinated Signal System	<b>NO</b>
Warrant 7: Crash Experience	<b>NO</b>
Warrant 8: Roadway Network	<b>NO</b>
Warrant 9: Intersection Near a Grade Crossing	<b>NO</b>

The intersection of Main St. and Harrison Ave. in the Village of South Glens Falls does not satisfy any of the traffic control signal warrants. Based on the completed warrant analysis and evaluation of existing intersection operations, installation of a traffic control signal is not recommended at this time.

# Village of South Glens Falls Harrison/Main Intersection Evaluation - Summary

May 20, 2026

Prepared by: Adirondack Glens Falls Transportation Council and Barton & Loguidice

## Project Goal:

Improve operation and safety by evaluating options for all-way stop control vs. 3-color traffic signal at the intersection of Harrison Avenue and Main Street

## Factors considered:

- Traffic volume and speed
- Crash history
- Pedestrian/bicycle activity
- Sight distance
- Relevant engineering standards
- Stakeholder input
- Jurisdiction

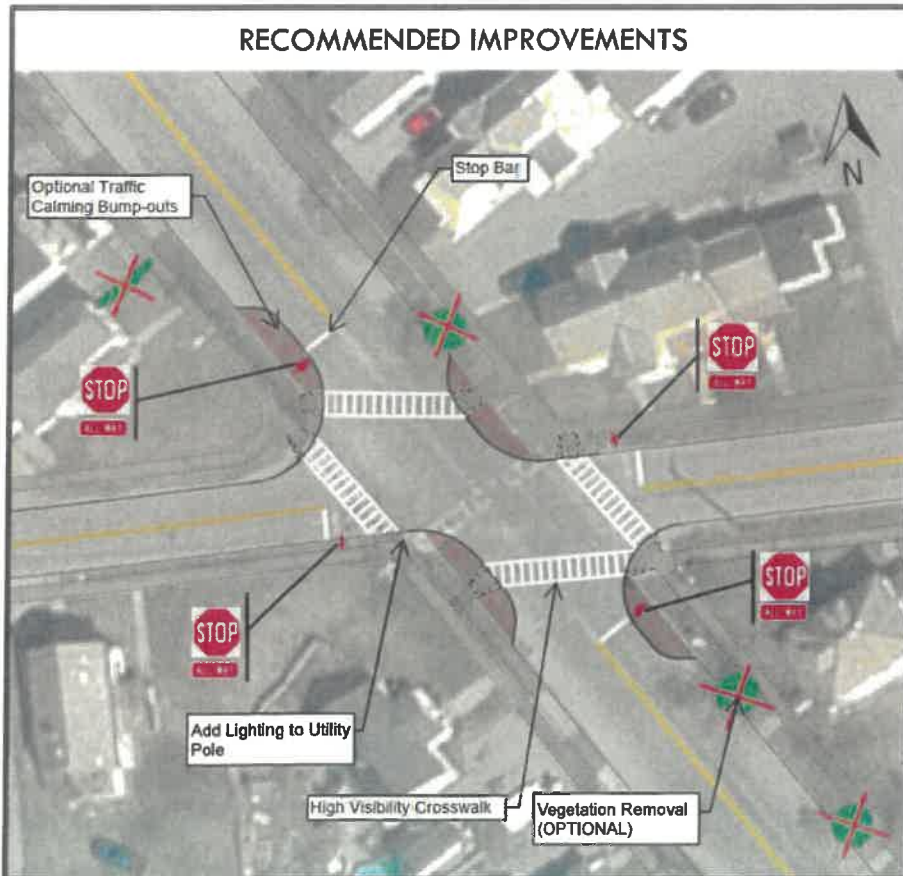
## Analysis Results:

- All-way Stop Control is **WARRANTED AND RECOMMENDED**
- 3-Color Traffic Signal does **NOT** meet applicable warrants

## Additional Recommendations:

- High visibility crosswalks & signage
- ADA-accessible curb ramps
- Improved lighting
- OPTIONAL: Selective tree removal & utility pole relocation
- OPTIONAL: curb bump-outs to reduce pedestrian crossing distance & calm traffic

### RECOMMENDED IMPROVEMENTS



### CONCEPT-LEVEL COST ESTIMATES

Item	Cost
Stop Control Signs and Pavement Markings	\$1,000
High-Visibility Crosswalks	\$5,000
Sight distance improvements	\$15,000
Improved lighting	\$5,000
"No Parking" signs	\$1,000
<b>Subtotal</b>	<b>\$27,000</b>
Bump Outs/Curb Extensions (Optional)	\$100,000
<b>Total</b>	<b>\$127,000</b>

#### NOTE:

- Cost estimates are approximate and do not include survey, design, or construction inspection.
- Cost estimates assume direct funding by the Village; the use of State/Federal grant programs will increase project cost and complexity.

# 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:** May 20, 2026

**GRAND TOTAL:** \$101,759.38

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

# 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:** May 20, 2026  
**GRAND TOTAL:** \$ 101,759.38

FUND PO Number	A PO Amount
26001076	15,872.64
26001138	84.17
26001142	3,946.00
26001143	32.98
26001144	148.06
26001145	146.99
26001146	8.49
26001147	41.63
26001148	44.78
26001149	384.12
26001150	95.98
26001152	3,337.28
26001153	3,300.00
26001154	41.49
26001155	142.91
26001156	47.99
26001158	96.50
26001159	20.21
26001160	717.69
26001161	144.40
26001162	572.40
26001163	834.57
26001165	149.80
26001166	48.70
26001167	25.28
26001170	378.52
26001172	694.71
26001173	535.09
26001174	191.86
26001177	30.47
26001178	1,662.72
26001180	643.94
26001181	2,628.64
26001182	20.63
26001183	3,600.00
26001186	130.06
26001188	80.00
26001189	224.94
26001190	160.00
26001192	3,305.64
<b>Sub Total</b>	<b>44,572.28</b>

FUND PO Number	A PO Amount
26001196	30.00
26001197	650.15
26001198	61.34
26001199	20.00
26001203	633.60
26001204	350.00
26001205	194.40
26001208	144.44
26001209	75.00
26001210	13.85
26001211	236.73
26001212	393.24
26001213	3,323.09
26001214	91.16
26001215	2,462.00
26001216	465.57
26001217	150.00
26001218	351.89
26001219	55.76
26001220	72.76
26001221	66.71
26001222	138.79
26001223	1,287.00
26001225	1,014.50
26001226	1,014.50
26001227	1,014.50
26001228	1,014.50
26001229	1,014.50
26001230	1,014.50
26001231	1,014.50
<b>Grand TOTAL</b>	<b>62,941.26</b>

Fund	HH
Row Labels	Sum of Amount
SM000012	22,797.26
<b>Grand Total</b>	<b>22,797.26</b>

FUND PO Number	FX PO Amount
26001139	125.00
26001140	29.25
26001146	35.98
26001151	239.98
26001160	233.86
26001161	7.60
26001163	75.87
26001169	3,017.95
26001181	198.21
26001185	125.96
26001187	300.00
26001191	720.59
26001193	289.85
26001194	2,239.21
26001197	59.10
26001199	20.00
26001200	951.88
26001201	499.05
26001202	951.88
26001207	1,735.42
26001211	61.16
26001212	139.74
26001224	391.90
<b>Grand Total</b>	<b>12,449.44</b>

FUND PO Number	G PO Amount
26001139	218
26001140	159
26001141	735
26001160	19.49
26001163	37.94
26001164	109.6
26001168	220.16
26001171	72.07
26001175	194.53
26001184	1,213.56
26001185	125.95
26001195	100
26001197	29.55
26001206	239
26001211	47.57
26001212	50
<b>Grand Total</b>	<b>3,571.42</b>

# 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:** May 20, 2026  
**GRAND TOTAL:** \$229.50

FUND	A
PO Number	PO Amount
26001232	229.50
<b>Grand Total</b>	<b>229.50</b>

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





Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
March 25, 2026  
Budget Meeting @ 6:00 PM

**Budget Meeting**  
MAYOR JOSEPH ORLOW PRESIDING  
Minutes

**Attendance:**

Mayor Orlow  
Trustee Baxter  
Trustee Comstock  
Trustee Middleton  
Xavier DeRush  
TJ Wade  
JM

Clerk Treasurer Samantha Berg  
Superintendent Alan Dubois  
Heather Runnalls  
Chris Rich  
Harry Gutheil  
Eavesdropping

Absent: Trustee Carota

The mayor opened the meeting at 6:00 PM.

Pledge of Allegiance

**Tentative Budget**

**Discussion:** Mayor Orlow requested that Department Heads present and explain any budget lines reflecting an increase greater than 4% for Board review and discussion.

**Harry Gutheil - 21 Spring Street:** asked if there was a Public Forum. When told there was not, he stated that, in his opinion, the tentative budget does not comply with the required format provisions. As there was no formal public forum held at that time, he indicated he would present his comments and concerns at the upcoming Budget Public Hearing.

- 1. Chief Gifford - SGF Police Department:** reported that no projections were included for personal services at this time due to ongoing contract negotiations with the Police Department Association (PDA). He noted increases in overtime, attributed to the need for prisoner transport and evidence collection. Additionally, after reviewing staffing trends among comparable agencies, Chief Gifford increased the allocation for part-time hours to remain competitive and maintain

adequate staffing levels. He reported an increase in overtime due to a significant rise in prisoner transport and investigations. He explained that on a single day, multiple officers were required for felony prisoner transport and evidence retrieval, illustrating the ongoing staffing demands. The Board discussed the comparison between the current budget request and the amended 2025–2026 budget, noting a difference of approximately \$6,000. Clerk Treasurer Berg suggested that the prior year may have included a budget transfer into overtime. Chief Gifford indicated he believes the proposed amount will be sufficient for the upcoming year. Chief Gifford stated that he had nearly lost part-time officers to other agencies due to non-competitive wages. To address this, he proposed an increase in both wages and hours for part-time staff to remain competitive and support operational needs, particularly related to transport and investigations. The Board noted a decrease in the crossing guard line item of approximately \$7,000. It was clarified that the prior year's budget included a higher total amount (\$26,496), which reflected a wage increase to \$18.00 per hour. He proposed the purchase of two (2) AEDs (Automated External Defibrillators), with supporting documentation provided, and one (1) crime scene camera, estimated at \$500–\$550. Chief Gifford then indicated that building repairs represent a significant budget item and would require further discussion. He explained that the Police Department garage doors have required frequent repairs in recent years, including issues with the doors, rails, and openers. Due to ongoing maintenance concerns, he obtained quotes and proposed approximately \$19,000 for replacement. Chief Gifford included funding for two (2) sets of body armor for new hires or lateral transfers as part of standard safety equipment needs. The Board reviewed the total proposed Police Department budget, increasing from approximately \$799,507 in the 2025–2026 budget to \$825,935. This reflects an overall increase of approximately 3%. Trustee Middleton said a 3% increase was not considered excessive or unreasonable. Trustee Baxter discussed current crossing guard wages (\$17.00–\$18.00 per hour) and noted that the prior year's budget included funding for an additional crossing guard, contributing to the higher prior allocation. General discussion occurred regarding maintaining competitive wages across part-time, crossing guard, and full-time positions, particularly considering ongoing contract negotiations for full-time officers. The Board discussed a \$20,000 allocation toward a future police vehicle purchase. It was noted that this would allow the Village to accumulate sufficient funds over multiple years, as it has been approximately two years since the last vehicle purchase. With this allocation, the reserve is expected to reach approximately \$60,000, positioning the Village to purchase a vehicle in a future budget cycle. The Board discussed the importance of maintaining competitiveness in compensation and ensuring departments are adequately funded to provide



necessary services and equipment. It was also noted that budget planning should balance fiscal responsibility with the need to properly support Village services. The Board clarified that the current budget allocation is not for the immediate purchase of a police vehicle, but rather to continue building the reserve for a future purchase, anticipated in a subsequent budget cycle (2027–2028). The Board expressed consensus that they were comfortable with the Police Department budget as presented.

**2. Superintendent Alan Dubois - Department of Public Works (DPW):**

presented an increase in personal services to account for the addition of a new full-time employee, as previously discussed by the Board. A significant increase was proposed to replace the Department's two-way radios, which are approximately 19 years old, and are experiencing ongoing issues. The radios are considered critical for operational safety. An allocation of approximately \$8,500 was requested to install a fender kit on the grader. He explained that the absence of fenders creates visibility and safety concerns when operating in snow and slush conditions. An increase in equipment repair funding was requested to address necessary maintenance on the snow loader, specifically the replacement of belt guides. The belt itself is expected to remain serviceable. Superintendent Dubois reported an increase in the sand budget due to the loss of a previously free sand supply, requiring the Village to begin purchasing sand. Additionally, the salt budget was increased by approximately \$10,000 due to the current year's budget being fully expended, requiring a transfer of funds. He noted that winter conditions are unpredictable and difficult to budget precisely. The DPW reduced the number of seasonal summer employees from three (3) to two (2), anticipating the addition of a full-time employee. A proposed increase in the hourly wage for summer help to \$18.00 per hour was also included. The Board discussed whether maintaining a third seasonal employee may still be beneficial despite the addition of a full-time position. It was noted that the approximate cost of a seasonal employee is \$6,750 for 10 weeks at 25 hours per week, and additional seasonal staffing may improve efficiency and support ongoing maintenance needs. Some Board members expressed support for maintaining or reconsidering the third seasonal position, while acknowledging the need to balance budget constraints. The Board discussed the DPW building and maintenance reserve, noting that the fund currently contains a substantial balance (approximately \$500,000). Further discussion was initiated regarding prior reductions to this reserve and its intended use for future capital or major renovation projects. Trustee Middleton expressed concern regarding the current balance of approximately \$500,000 in the DPW building and maintenance reserve. It was noted that while the funds are earning interest, rising costs for



materials, fuel, and equipment may outpace those returns, effectively reducing purchasing power over time. Trustee Middleton discussed the importance of actively planning and utilizing reserve funds for needed capital improvements rather than allowing them to remain idle. Specific needs referenced included deterioration of the salt storage shed (noted structural concerns), potential DPW facility ("barn") renovations, need for additional storage space for equipment, and ongoing equipment and infrastructure upgrades. It was also noted that maintaining and utilizing reserves appropriately may strengthen the Village's position when applying for grants. Superintendent Dubois proposed replacing an existing 20+ year-old "Billy Goat" blower due to ongoing maintenance issues and safety concerns. Currently, the equipment requires one employee to operate the blower while positioned on the tailgate of a pickup truck, creating a safety risk. The proposed replacement is a one-person stand-up blower capable of rotating 180 degrees, improving both efficiency and safety. The estimated cost is \$11,000–\$13,000 through a cooperative purchasing contract. Board discussion emphasized improved operational efficiency, reduced labor requirements, and increased employee safety. The Board briefly discussed overall budget increases across funds, noting the General Fund reflects a moderate increase, and Water Sewer budgets show limited increases.

- 3. Superintendent Alan Dubois - Water Department:** proposed an increase in the training budget from \$1,500 to \$5,000 to support required certification and licensing for staff. Funding was included for the installation of a remote garage door opener at the water facility. The Board discussed current water usage and supply, noting that the Village has not relied on supplemental outside water sources in recent years, and water supply capacity is currently strong. The Board discussed the potential to sell excess water capacity to neighboring municipalities, including preliminary discussions with the Town of Moreau. It was noted that additional analysis would be required to determine appropriate water rates. Considerations include operational costs, infrastructure wear, long-term capital needs, and proper rate-setting could result in a net positive revenue stream for the Village. Further evaluation was recommended before any decisions are made. The Board continued discussion regarding the potential sale of excess water capacity to neighboring municipalities. It was noted that any potential agreement would require negotiation of rates and terms with the receiving municipality. Comparable municipalities, such as the Town of Queensbury, currently charge approximately \$2.00 per 1,000 gallons, and existing contracts between neighboring municipalities and the County may limit immediate opportunities, with some agreements extending several more years. Superintendent Dubois indicated the Village has sufficient capacity to supply



significant additional volume if an agreement were reached. The Board discussed alternative concepts, including bulk water sales (e.g., hauler fill-ups), but noted that revenue potential may be minimal and operational; liability, and infrastructure considerations may outweigh financial benefit. Further research was requested regarding existing contracts and potential future opportunities timelines. The Board discussed the \$5,000 budgeted for Town water usage and noted that the Village has not relied on this supply in recent years. Trustee Baxter suggested that the line item remain in the budget but be reduced to \$0. This would allow flexibility in the event of an emergency while reducing overall budget increases, and any necessary usage could be addressed through contingency funds if required. The Board also discussed adjusting the fund balance allocation accordingly to maintain a balanced budget. The Board discussed long-term budgeting goals, including reducing reliance on fund balance to achieve a more structurally balanced budget, balancing fiscal responsibility with the need to remain competitive in wages and services, and recognizing that gradual adjustments may be necessary to achieve these objectives. Superintendent Dubois indicated that this line item remained consistent with the prior year at approximately \$2,000, though there was some discussion as to whether it had been fully reflected in the submitted budget. Trustee Baxter asked about the cost of carbon media replacement, noting the anticipated cost is approximately \$60,000 per tank. A five-year contract is in place for supply, and due to a transition in materials, two replacement loads may be required in the current cycle. The Board reviewed whether the \$120,000 budgeted amount reflects one or two anticipated replacements and discussed aligning the budget with expected actual needs. It was clarified that this amount anticipated two (2) replacement loads; however, only one (1) load is expected to be necessary within the upcoming budget year. Based on updated pricing under contract, the estimated cost for a single replacement load is \$80,000–\$85,000. The Board discussed reducing the budgeted amount accordingly, resulting in potential savings of approximately \$35,000. It was further noted that testing thresholds (including PFAS levels) will determine the timing of replacement. The system includes a secondary (“lag”) vessel, allowing time to order replacement media without risk of distributing untreated water, and replacement will be scheduled based on testing results and operational need. These adjustments would reduce the overall increase in the Water Department budget and bring it closer to a minimal or neutral increase. The Board discussed long-term planning for the replacement of Water Department vehicles. Superintendent Dubois noted that the current water department truck is approximately four (4) years old with relatively low mileage, and no replacement was included in the current budget. Trustee Middleton proposed a potential strategy of purchasing vehicles under



state contract pricing and replacing them on a three-year rotation, then selling or trading vehicles while still under warranty and in good condition. It was suggested that this approach could reduce long-term maintenance costs, minimize downtime, repair expenses, and result in minimal depreciation loss due to favorable resale value. The Board acknowledged the concept and indicated it may be considered for future budget planning. Trustee Baxter discussed the potential reallocation of identified savings within the Water budget toward capital and engineering needs. It was suggested that savings could be used for engineering studies, grant preparation, capital improvement planning, vehicle replacement could be deferred and budgeted in a future year, and funds should be actively utilized for infrastructure and system improvements rather than remaining idle. The Board expressed general agreement that funds should be used strategically to benefit the system and community. The Board discussed a phased approach to vehicle replacement, including deferring immediate purchase and budgeting for replacement in the following year, utilizing contingency funds if necessary, and avoiding extended use of smaller trucks beyond approximately five (5) years, while larger equipment may have longer service life. The Board emphasized the importance of proactive planning rather than waiting for equipment failure. Mayor Orlow referenced prior auditor recommendations encouraging the Village to reinvest in infrastructure and community assets where appropriate, rather than allowing funds to remain unused. The Board generally agreed that strategic investment is preferable to holding excess reserves without a defined purpose, and future budgets will benefit from improved revenue data, particularly with the implementation of water meters.

- 4. Superintendent Alan Dubois - Sewer Department:** reported minimal changes to the sewer budget, noting that increases were limited due to existing financial constraints within that fund. It was noted that major upgrades or improvements would likely require future planning beyond routine maintenance and emergency repairs. No significant changes were made to the Sewer budget aside from adjustments to personal services due to staffing. The Sewer fund remains in a deficit position despite recent rate increases. It was noted that a projected 30% increase in sewer billing was included for budgeting purposes, consistent with prior recommendations, and actual revenues and expenditures will be better understood after a full year of data is available. The Board discussed the impact of sewer rate increases on residents and the need to address existing debt obligations and avoid additional long-term debt where possible. It was noted that the Village has a limited timeframe to address certain funding obligations before potential conversion to long-term financing, and additional guidance is expected



following upcoming meetings with financial advisors. The Board asked if there were any further questions or comments, and Superintendent Dubois thanked the Board for their time and discussion.

- 5. Clerk Treasurer Samantha Berg – Clerk’s Office:** Clerk Treasurer Berg reported an approximate 12% increase in payroll, attributable to the addition of a Deputy Clerk position. Additionally, a 4% increase in wages was included in the proposed budget. She reported an increase in overtime, primarily due to the scheduled court audit in July, which requires extended hours over multiple days. A request was made for the purchase of a large-format scanner (approximately \$2,800) to digitize maps and large documents currently stored in paper form. She explained that the office maintains a significant volume of maps and records that are difficult to manage physically. Digitization would improve organization, accessibility, long-term preservation, and eventual reduction of paper storage. Superintendent Dubois noted that the scanner would also be beneficial for departmental use, particularly for older maps that are deteriorating. The Board discussed the potential future need for a large-format printer/plotter, cost differences between a scanner-only unit and a combined scanner/plotter system, and the possibility of utilizing cooperative purchasing contracts for such equipment. General support was expressed for the scanner as a practical first step toward digitization. Funds were included for a computer to support scanning and document management. The Board discussed whether existing network capabilities may reduce or eliminate the need for additional hardware, noting that some scanners may be able to connect directly to a network drive. An increase of approximately 17% was included to cover training and professional development for Clerk’s Office staff, including required certification and continuing education. An increase was noted in postage due to rising postage costs and high utilization in the current year (approximately 94% of the prior budget already expended). No significant changes in office supplies; Telephone line item remains consistent with prior year levels. An approximate 9% increase was included to account for inflation and service cost increases. Clerk Treasurer Berg reported a reduction of approximately 43% in the miscellaneous budget line. This line item was reduced, with her noting that costs are variable and dependent on upcoming system changes, including software migrations. Funding was included for the implementation of an electronic records management system (Laserfiche) to support digitization and storage of documents, including scanned maps. Clerk Treasurer Berg explained that the long-term goal is to transition to a cloud-based system. This may reduce reliance on physical servers and associated costs, as current systems are outdated and no longer supported. The Board discussed the estimated upgrade and implementation costs (approximately \$13,000), along



with potential cost savings from reducing or eliminating server storage expenses, and the importance of secure, reliable digital recordkeeping. Concerns were raised regarding data migration and system reliability, with reference to issues experienced by other municipalities during similar transitions. The Board acknowledged that further evaluation may be warranted before final implementation decisions. The Board discussed potential risks associated with digital data migration, including the possibility of losing file organization and naming structures during system conversion. Examples from other municipalities were referenced, where document organization was lost during migration and could not be fully restored. Clerk Treasurer Berg noted that maintaining paper records during any transition would provide a safeguard against data loss. The Board acknowledged the importance of careful planning and backup procedures before implementing any new records management system. The Board reviewed Clerk Treasurer Berg's budget and noted that overall increases are largely attributable to payroll and new system implementations, and, outside of payroll, the budget remains relatively stable with reductions in several line items. The Board expressed general satisfaction with the proposed budget.

6. **Buildings and Codes Department:** The Board noted the absence of the Buildings and Codes Officer, John Pagano, and proceeded with questioning an increase in the mileage reimbursement line, noting that a Village vehicle is now available and mileage reimbursement should be minimal. It was noted that only limited reimbursement had been required in the past year. Clerk Treasurer Berg added he had asked for a 4-hour call-in, but CSEA has only a 2-hour call-in. The Board stated they would consider it at a future meeting. The Board discussed an approximate 60% increase in the Inspector Miscellaneous line item and noted that additional detail or supporting documentation would be needed. It was noted that annual software and codebook updates (approximately \$1,500) are included, along with other system-related costs such as storage and software services. The Board agreed that additional clarification would be requested from Buildings and Codes Officer Pagano at a future meeting.
7. **Legal Services:** Trustee Middleton presented a request from Attorney Nikas for an increase in the monthly retainer fee from \$3,000 to \$5,000. It was noted that the request reflects prevailing rates among comparable municipalities, and the retainer includes attendance at Board meetings and additional legal services such as court appearances and hearings. He commented that even the proposed increase may remain below market rates. The matter was presented for Board consideration.



**8. Fire Department:** Trustee Middleton noted that a representative from the Fire Department, Tim Pease, was present. Discussion included annual funding requirements for fire protection services, existing contractual obligations, and payment schedules. It was noted that a portion of the current year's payment has already been made, and remaining payments are typically funded through contingency rather than directly budgeted. The Board discussed whether future budgets should include a dedicated line item for these payments versus continuing the historical practice of using contingency funds. Further discussion is anticipated as contract negotiations with the Town progress. Elizabeth Bennett raised concerns regarding the absence of a line item in the tentative budget for fire protection services for the upcoming fiscal year. She questioned whether the Village was anticipating that the Town would assume responsibility for funding fire services, and how this would impact Town residents outside the Village. Clerk Treasurer Berg clarified that the Village is not relying on the Town to assume its financial responsibility for fire protection services. The current contract remains in effect through December 31, and the remaining payment (approximately \$41,000) is due by the end of June under the existing agreement. It was further explained that historically, certain fire protection payments have been funded through contingency rather than directly budgeted. If necessary, the budget may be amended during the fiscal year to account for additional expenses, and future obligations beyond the current contract term will require negotiation of a new agreement. The Board acknowledged that there will be a six-month period beyond the current contract term that must be addressed. Legislative developments and ongoing discussions with the Town may impact future arrangements. The Board emphasized that the Village remains responsible for ensuring continued fire protection services, and any future agreements or changes will be evaluated as more information becomes available. Ms. Bennett reiterated concerns regarding transparency in budgeting for fire protection services and the importance of clearly accounting for anticipated expenses within the fiscal year. The Board responded that adjustments can and will be made as needed through budget amendments, and the Village is committed to maintaining fire protection services and addressing contractual obligations appropriately. She also informed the Board that the Town does not intend to terminate its existing water contract with the County due to system design and operational considerations. This information was received and acknowledged by the Board. The Board noted that further discussions regarding fire protection services, water agreements, and related intermunicipal matters will continue as additional information becomes available.



- 9. Trustee Compensation:** Trustee Baxter briefly discussed the proposed increase in Trustee compensation. Several of the Board members stated that the increase was minimal and not necessary and indicated a preference to forgo the raise. No formal action was taken at this time.
- 10. Engineering Services (Contractual):** Trustee Baxter reviewed the engineering contractual line item, which was initially budgeted at approximately \$1,000. Discussion noted that this amount may be insufficient to cover anticipated engineering needs, including preliminary project planning, grant-related work, and ongoing consultation for capital improvements. The Board discussed increasing the allocation to a range of approximately \$3,500–\$5,000 to reflect expected usage better. Clerk Treasurer Berg suggested that funds could be reallocated from other accounts, including the auditor contractual line or contingency, and maintaining adequate contingency funding remains important. Consensus supported increasing the engineering contractual line item, with final adjustments to be determined during budget balancing.
- 11. Contingency Fund:** Trustee Baxter reviewed the contingency balance, noting it is approximately \$60,000 within a \$3.7 million budget. Discussion emphasized the importance of maintaining contingency funds for unforeseen expenses and the likelihood that budget amendments may be required during the fiscal year. The Board agreed to retain contingency funding at an appropriate level and adjust as needed throughout the year. Clerk Treasurer Berg discussed projected insurance costs, with an estimated increase of approximately 18% based on the prior years' experience. It was noted that while exact figures are not yet finalized, costs are expected to rise and should be budgeted conservatively. Trustee Baxter discussed increasing the contingency allocation to provide greater flexibility for unanticipated expenses. He suggested increasing the contingency to approximately \$250,000 and offsetting this adjustment through appropriated fund balance. The Board noted that utilizing contingency for unforeseen expenses provides a clearer budgeting approach than frequent direct use of fund balance throughout the year. Consensus supported increasing the contingency line item while adjusting the fund balance accordingly. The Board discussed the presentation of appropriated fund balance within the budget, noting that adjustments may improve the overall appearance and transparency of the budget, and the use of fund balance remains necessary to maintain a balanced budget. It was acknowledged that long-term goals include reducing reliance on fund balance over time. The Board discussed increasing the contingency allocation to provide greater flexibility for unanticipated expenses.



**12. Revenue Review:** The Board reviewed projected revenues and noted that estimates appear reasonable based on current information and additional data, particularly from water metering, will improve accuracy in future budgets.

**13. Tax Levy / Tax Rate Discussion:** Clerk Treasurer Berg reviewed the proposed tax levy and associated increase. It was noted that the proposed budget reflects approximately a 4% tax increase, with the use of prior year carryover (approximately \$23,000) assisting in maintaining compliance with tax levy limitations. An example was provided indicating that for an average tax bill, the increase would be approximately \$40–\$50 annually. The Board discussed the importance of gradual adjustments to avoid significant impacts on taxpayers while maintaining necessary services.

**14. Reserve Funds:** The Board reviewed reserve accounts, including:

- a. **DPW Equipment Reserve:** Superintendent Dubois noted that approximately \$40,000 is budgeted toward this reserve, and additional funding (approximately \$200,000) will be required to cover outstanding costs for large equipment purchases. The remaining balance is anticipated to be funded through appropriated fund balance.
- b. **Water Infrastructure / PFAs Reserve:** Trustee Baxter discussed adding approximately \$40,000 to the water infrastructure reserve, funded through available fund balance. Clerk Treasurer Berg noted that the Village currently maintains a significant unappropriated fund balance (approximately \$1.1 million, prior to year-end close), and ongoing obligations and future capital needs must be considered when allocating these funds. The Board discussed the Water Infrastructure (PFAS) Reserve Fund, noting a current balance of approximately \$1.1 million. It was reported that funds are currently invested and earning interest at approximately 3.5%–3.65%, and interest earnings remain within the reserve fund. The Board discussed long-term planning for these funds, including maintaining sufficient reserves to support the required local match (approximately 25%) for anticipated grant-funded projects, and considering how reserve balances may impact eligibility for future grant funding. It was noted that appropriation of reserve funds must be carefully structured, and excess reserves may affect grant competitiveness if not properly designated. The Board also discussed the potential use of funds for water treatment plant upgrades and repairs, and the need to align reserve fund designations with intended uses (e.g., treatment, filtration, or capital improvements). Interest earned on the reserve funds must remain within the reserve unless otherwise properly re-designated. Creation of



additional reserve categories may provide greater flexibility for future expenditures. The Board noted that additional settlement funds related to water system matters (including PFAS-related litigation) are anticipated, with potential future payments estimated at approximately \$325,000, along with additional pending cases.

**15. Sewer Infrastructure / Capital Project:** Superintendent Dubois discussed the sewer infrastructure issue near the bridge and associated funding considerations. It was noted that the Village has received a 0% interest loan (approximately \$2 million) designated specifically for sewer-related work, and those funds must be used exclusively for that purpose. The Board discussed options, including treating the work as a capital project and potential bonding requirements, as advised by financial oversight authorities (OSC). It was noted that exact project costs are still being determined, and preliminary estimates suggest costs may be high. Further guidance and financial planning will be required once final figures are known.

**Conclusion of Budget Workshop:** The Board completed its review of the tentative budget with the Department Heads. Consensus indicated that the budget is largely in line with expectations, and adjustments will continue to be made before adoption. No further changes were proposed at this time. Further discussion will occur at the upcoming Budget Public Hearing.

The Mayor and the Board thanked all Department Heads, staff, and attendees for their participation and contributions to the budget workshop.

**Motion 032526-1 to adjourn at 7:30 pm:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.



Village of South Glens Falls  
46 Saratoga Avenue, South Glens Falls, NY 12803  
May 06, 2026  
Regular Village Board Meeting @ 7:00 PM

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

**Attendance:**

Mayor Orlow  
Trustee Baxter  
Trustee Comstock  
Trustee Middleton  
Nick Havens  
Reed Antis  
TJ Wade  
+15187445040  
John R  
Kevin Gallagher

Clerk Treasurer Samantha Berg  
Superintendent Alan Dubois  
Xavier DeRush  
Chris Rich  
Tim Pease  
Harry Gutheil  
JM  
Lenny  
Bob Ulrich

Absent: Trustee Carota

The Mayor opened the meeting at 7:00 PM.

Pledge of Allegiance

**Public Forum**

**TJ Wade - 29 Second St:** raised a concern regarding apartment landlords discontinuing private waste removal services following recent assessment increases. He questioned whether landlords are required to provide garbage service for tenants. Attorney Nikkas responded that waste removal arrangements are generally a matter between landlords and tenants and not typically a municipal issue unless trash accumulation becomes a public nuisance.

**Harry Gutheil - 21 Spring St:** asked for an update regarding the Harrison Avenue 'burnout' property. Trustee Middleton replied that a conversation regarding the matter would be brought up during the meeting.

The Public Forum was then closed.

- 1. The Village Board of Trustees acknowledged receipt of the Retirement Notice of Sgt. Todd Moulthrop and expressed their appreciation for his 27 years of Dedicated Service to the South Glens Falls Community.**

**2. Grant Projects Update**

**a. Ferry Blvd**

- i. **Motion 050626-1 to approve the updated cost of \$135,000 for the Ferry Blvd Project from the Water Infrastructure Reserve:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

**Discussion:** The Board discussed revised engineering plans related to the remaining 415 feet of the water infrastructure project. Original plans were altered due to utility conflicts and fiber optic lines. Updated plans received Department of Health approval. The revised project cost is estimated at approximately \$135,000, including additional paving and fill expenses.

**3. Motion 050626-2 to approve Transfers:** Trustee Baxter motioned, Trustee Comstock seconded. All in favor, motion passed.

A 1325 402	A 1325 405	\$186.00 C/T Telephone
A 1325 402	A 1325 419	\$680.00 C/T Payroll Processing
A 1990 400	A 1430 404	\$1,917.00 PBA Attorney
A 1440 402	A 1440 400	\$144.00 Bldg Insp Contractual
A 1325 416	A 5110 405	\$1,000.00 St Maintenance Vehicle Repairs
A 1990 400	A 5142 402	\$509.88 Snow Removal Equip Repair
A 5142 800	A 5110 800	\$1,430.08 St Maintenance FICA
A 7110 406	A 7110 401	\$60.00 Parks O&M
A 878.500	A 9060.811	\$15,000.00 HRA
FX 8340 403	FX8310 400	\$868.00 Water Admin Billing Expense
FX 8340 403	FX8310 409	\$151.00 Computer Support
G 1320 400	G 8110 400	\$951.00 Admin Billing Expense
G 8131 402	G 8131 401	\$1,079.00 CGF Sewer Reconstruction
G 8131 402	G 8131 403	\$10,390.00 CGF Sewer Treatment O&M
G 1990 400	G 8131 403	\$22,652.00 CGF Treatment Facility
a. A 6410.400	A 6410.406	\$1,316.65 Signs Repairs & Maintenance

**Discussion:** None

**4. Motion 050626-3 to approve the Bills and Payroll as Audited:** Trustee Baxter motioned, Trustee Comstock seconded. All in favor, motion passed.

- a. **General - \$63,581.67**
- b. **Water - \$6,864.14**
- c. **Sewer - \$4,034.41**
- d. **Special Sewer Capital Project (SM) - \$12,033.40**
- e. **Special Utility Refunds - \$1,953.35**
- f. **Special - GF Sewer - \$463,652.00**
- g. **Payroll -**
  - i. **04/15/26 - \$27,560.02**
  - ii. **04/22/26 - \$26,130.40**
  - iii. **04/29/26 - \$33,007.33**

**Discussion:** Trustee Middleton included the recent water and sewer payment of approximately \$1,463,000 and its impact on available cash reserves.

**5. Motion 050626-4 to receive and file April monthly reports for Animal Control, DPW, and PD:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.

**Discussion:** The Board recognized the Animal Control Officer, Ed Robbins, entering his 25th year of service to the Village of South Glens Falls.

- 6. Motion 050626-5 to approve 03/07/26 and 04/08/26 Minutes:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** None
- 7. Motion 050626-6 to approve Gazebo Use Request for 09/05/26:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** None
- 8. Motion 050626-7 to approve the rehire of Connyr Lorey and Mike Winters as Summer Seasonal Help and authorize advertisement for an additional seasonal employee:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.
- 9. Discussion:** None
- 10. Motion 050626-8 to authorize the DPW to advertise and begin the interview process for a Motor Equipment Operator position in preparation for the upcoming fiscal year:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** None
- 11. Motion 050626-9 to approve the purchase of a Replacement Pump for Leland Street Pump Station (G 8130.404 - \$8,624.00):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Superintendent Dubois discussed the urgent need for a backup pump at the Leland Street pump station. One existing pump has failed and is currently out for repair. Replacement cost quoted: \$8,624.
- 12. Motion 050626-10 to approve Stable Roof Repairs (A 878.400 - \$2,635.00):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Trustee Middleton reviewed quotes for slate roof repairs to the Stable. The work includes replacement of damaged slate and repair of leaks. Due to the limited availability of qualified slate roof contractors, only one properly insured proposal was received for \$2,635.
- 13. Fire Department Business**
- a. Motion 050626-11 to purchase Fire Department Truck 582 Tires (A 3410.404 - \$5,587.98):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Clerk Treasurer Berg reviewed the replacement of tires for fire truck 582. Tires were last replaced in 2013. Quoted cost: \$5,587.98 through state contract pricing.
- b. Motion 050626-12 for approval of VSGF Fire Department New Member, Ian Snowball:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.
- 14. Motion 050626-13 to authorize the advertisement for a Part-Time Temporary Code Enforcement Officer:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Trustee Middleton discussed ongoing staffing shortages within Code Enforcement due to illness and the passing of a backup officer. The Board reviewed the need for a temporary

part-time Code Enforcement Officer to address permit processing, property maintenance concerns, and sewer/stormwater violations.

## 15. Old Business

### a. RFQ for plumbing services

**Discussion:** Clerk Treasurer Berg discussed publication of an RFQ for plumbing services to establish an on-call village plumber. Trustee Baxter discussed the contract duration of one year with options aligned with the fiscal year and possible extension provisions for up to three years.

### b. Motion 050626-14 to approve the demolition of the 48 Harrison Avenue Demolition

**Project:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

**Discussion:** Attorney Nikas reviewed bids for demolition and environmental services related to the Harrison Avenue property. Demolition bid: \$29,500, and environmental monitoring with daily rates as previously approved. The project includes demolition of all structures and site cleanup. The Board discussed funding the project through transfer from contingency funds into the Building Inspector Contractual. Trustee Baxter to follow up with the demolition contractor for scheduling.

### Motion 050626-15 to transfer \$36,300 from General Fund Contingency to Building Inspector Contractual for Demolition-Related Expenses for 48 Harrison Avenue

**Project:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

## 16. New Business

a. **Stormwater and Groundwater Infiltration into Sewer System:** Trustee Middleton and Attorney Nikas held an extensive discussion regarding sump pumps, roof drains, and stormwater systems improperly discharging into the sanitary sewer system. Trustee Middleton noted that excessive groundwater infiltration significantly increases sewer treatment costs and contributes to higher sewer bills for residents. Attorney Nikas was requested to draft a proposed local law addressing: Prohibited sump pump discharges, roof drain connections, inspection authority, enforcement mechanisms, potential penalties, and service termination provisions. Discussion also included possible grant opportunities and alternative testing methods for identifying illegal connections.

**Mark Ward - 44 Tamarac Dr:** asked whether village storm drains are connected to the sanitary sewer system. The Board confirmed the systems are separate.

No formal action was taken at this time.

b. **PFAS Settlement Payment:** Trustee Middleton acknowledged receipt of a \$355,000 payment related to the PFAS settlement litigation. He noted an additional estimated payment of approximately \$185,000 is anticipated within the next three months, less attorney fees estimated between 25% and 28%. He also stated that additional ongoing litigation remains pending and further information will be provided as it becomes available. No formal action was taken.

c. **Trail Restroom Locking and Unlocking Procedures:** Trustee Middleton discussed ongoing concerns regarding opening and securing restroom facilities located along the lower and upper

bike trail areas. Current assistance with locking and unlocking the facilities has been provided by DPW staff, Village officials, Volunteers, and Police Department personnel when available. Discussion included increased summer bike trail traffic, need for consistent restroom availability, challenges with vandalism and overnight misuse, previous electronic lock systems that were damaged or bypassed, potential volunteer scheduling solutions, and the possibility of paid assistance through an application process. No formal action was taken.

- d. Memorial Day Parade:** The Clerk's Office asked to participate in the parade again this year, which was agreed to by the Board.
- e. Motion 050626-16 authorizing Village counsel to submit the proposed revisions to Spectrum regarding the Spectrum Franchise Agreement and authorize the Mayor to sign the correspondence on behalf of the Board:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.  
**Discussion:** Attorney Nikas reviewed proposed revisions to the renewed Spectrum cable franchise agreement. Key revisions discussed included an updated definition of gross revenues from their customers, including increased transparency regarding franchise fee calculations, contributions toward public education and government access, and, since it's a 15-year term, equal treatment provisions if other municipalities receive more favorable terms, and requirements to maintain current technology standards. Discussion also clarified that fiber providers (SLICK) utilizing National Grid infrastructure are not subject to the same franchise agreement requirements.
- f. Motion 050626-17 to approve Village Sign replacement (A 1621.400 - \$1,050.00, A 6410.406 - \$4,296.65, and A 7550.400 - \$878.35):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** Superintendent Dubois completed a Village sign inventory and felt it would improve the Village's appearance to replace all the signs with aluminum and all be the same design. He explained that the existing signs are primarily foam-core material, several of which have sustained damage from vandalism. Seven replacement signs are proposed, along with some that have existing wooden posts that may also require replacement. The Board discussed future maintenance and durability improvements.

**16. Trustee Reports:** None

- 17. Mayor's Report:** worked with PD on concerns regarding chickens near the bike trail area. He has also been working on reaching out for Code Enforcement, additional Planning Board, and Zoning Board volunteers, and a potential restructuring or consolidation of board membership if vacancies continue. The Board discussed recruitment efforts and the importance of maintaining adequate membership levels.

Trustee Middleton gave an update on Code Enforcement Officer John Pagano, following his recent heart transplant surgery. The surgery was successful, and recovery is progressing well. He is expected to remain near NYU Medical Center for monitoring for several months and intends to return to work when medically cleared. A fundraiser to support John Pagano will be Saturday, June 6<sup>th</sup>, from 12:00 – 4:00 pm at the West Glens Falls Fire Company.

Mayor Orlow briefly discussed ongoing negotiations and conversations related to the Police Benevolent Association contract. He stated discussions with legal counsel are ongoing in an effort to reach a fair resolution for all parties. No formal action was taken.

- 18. Motion 050626-18 to adjourn the Regular Village Board Meeting at 7:57 pm and enter Executive Session for PBA Negotiations, PT Police Officer, Provisional Sgt., Employee Payout Request:** Trustee Middleton motioned, Trustee Comstock seconded. All in favor, motion passed.  
**Discussion:** None.
- 19. Motion 050626-19 to adjourn the Executive Session at 9:03 pm and enter the Regular Village Board Meeting with no action taken:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.
- 20. Motion 050626-20 to approve the promotion of Michael Gailor to Provisional Sergeant pending the Civil Service examination requirement:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** None.
- 21. Motion 050626-21 to hire a part-time officer to assist with staffing shortages and overtime coverages for the SGF PD:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.  
**Discussion:** None.
- 22. Motion 050626-22 to adjourn the Regular Village Board Meeting at 9:05 pm:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.



## QUOTES RECEIVED

Purchasing (Total Project)

Date: 05/19/2026

State Contract No. \_\_\_\_\_

Quotes received for: Camera system improvements and additional camera

Vendor	Price
<u>Foresight Monitoring</u>	<u>\$3,136.31</u>
<u>New York Fire &amp; Security</u>	<u>\$8,252.00</u>
_____	_____
_____	_____

Notes: This will combine the security system into one system that can be accessed remotely. It will also allow for the installation of a parking lot camera. The system currently in use in the back of Village Hall is not looped with the one in the front and does not record.

**For all items between \$500 and \$2999, please provide 3 verbal quotes. For all items between \$3000 and \$9999, please provide 3 written/faxed quotes. Anything over \$10,000 will need to go to bid.**

Foresight Electronic Monitoring Sys, Inc.

25 Connecticut Avenue  
 Queensbury, NY 12804  
 (518) 793-0622  
 NYS License / ID 12000076730

# Quote

DATE	ESTIMATE NO.
5/6/2025	3094

NAME / ADDRESS
Village of South Glens Falls 46 Saratoga Ave. South Glens Falls, NY 12803

PROJECT
Combine IP systems and add one camera

ITEM	DESCRIPTION	QTY	TOTAL
ALI-NR162F-2-D	Alibi Vigilant Flex Series 16-Channel IntelliSearch ULTRA H.265 NVR	1	674.99
4 TB HARD DRIVE	4 TB HARD DRIVE, SEAGATE SKYHAWK	1	269.99
ALI-FB82-UA-D	8MP IP Bullet 164 ft IR Starlight 2.8mm 120dB WDR H.265 Bulit in Mic SD-Card	1	247.49
ALI-JB05-A-IN #CCTV - install	Alibi Vigilant Junction Box For Mini Bullet Cameras Installation of CCTV system or Component The above estimate is to replace the current Hikivision NVR in Samantha's office and re run the wires to the four cameras that go to the mayors separate camera system in his office. The existing cameras will work on the new NVR as well as the camera that is going to be added outside of Samantha's office to watch the parking lot. The new NVR will be able to be viewed via an app on a smartphone.	1 16	23.84 1,920.00
		<b>TOTAL</b>	<b>\$3,136.31</b>

Your signature is your acceptance of this quotation and our terms of Net 30!

SIGNATURE

Estimate:  
Add to Camera System

- VIDEO SURVEILLANCE
- FIRE ALARMS
- WATER DETECTION
- CO2 DETECTION
- CARD ACCESS SYSTEMS
- ALARM MONITORING
- INTRUSION SYSTEMS
- TEMPERATURE ALARMS
- PERIMETER MONITORING



4 GLENS FALLS TECHNICAL PARK, GLENS FALLS, NEW YORK 12031 902  
 LICENSED BY THE STATE OF NEW YORK # 1200017444  
 PHONE (518) 798-9551 FAX (518) 798-5196

- FIRE EXTINGUISHERS
- CLEANAGENT SYSTEMS
- INTERCOMS
- RESTAURANT KITCHEN & REST ROOM GAS LEAK DETECTION
- LEAK DETECTION SYSTEMS
- FIRE HOSE & FITTERS
- SAFETY EQUIPMENT
- FIRE TRAINING

Customer:  
Village of  
South Glens Falls  
46 Saratoga Ave.  
So. Glens Falls 12803

## PROPOASL TO UPDATE AND ADD TO EXISTING CAMERA SYSTEM

### SCOPE OF WORK:

New York Fire & Security will merge 2 current systems, install a new NVR, install 6 new cameras and hardware, terminate wiring at both headend and camera locations, position cameras, program the NVR as well as setup for remote viewing. *(Providing there is an active internet connection)*

### NEW EQUIPMENT INCLUDES:

- One (1) HX-N761QP12 16CH 12TB NVR
- Five (6) HX-OD2143G22 Dome Camera
- Five (6) HX-CB120 Back Box
- One (1) TQ-TPEtg82ES POE switch
- Wire & Labor

**\*\*\*This proposal is based on prevailing wage\*\*\***

**EQUIPMENT, MATERIALS AND LABOR**

**TOTAL: \$8,252.00 +Tax**

Above information is not an invoice and only a quote of services described above. This quote is contractual.

### NOTES:

- 1) New York Fire & Security will require an active internet connection for offsite viewing of the cameras.
- 2) A 110volt 15-amp circuit will be necessary by the main NVR.
- 3) This proposal includes prevailing wage.
- 4) Customer must have any devices to be set up for remote viewing on site at time of installation.
- 5) IT personnel must be present to set up remote viewing.
- 6) Terms: net 30 days.
- 7) Price does not include sales tax. Sales tax will be added unless a tax-exempt certificate is provided.
- 8) This quote is based on work being performed during normal business hours.
- 9) Our technicians do their best to conceal wires but on occasion wire molding is required.
- 10) The customer must be present for final viewing to assure a desirable view is obtained.
- 11) New York Fire & Security is not responsible for any necessary painting or patching.
- 12) If you have any questions concerning this quote, contact Don Bovair { [donb@nyfire.biz](mailto:donb@nyfire.biz) } or call (518) 798-9551.

Thank you for your business!

Estimate:  
Add to Camera System

- FIRE ALARM
- WATER DETECTION
- CO2 DETECTION
- CARD ACCESS SYSTEMS
- ALARM MONITORING
- EYE IRIS SYSTEMS
- TEMPERATURE ALARM
- WIRELESS MONITORING



4 GLENS FALLS TECHNICAL PARK, GLENS FALLS, NEW YORK 12031-3902  
LICENSED BY THE STATE OF NEW YORK  
PHONE (518) 796-8551 FAX (518) 792-5199

- FIRE EXTINGUISHERS
- CLEANAGENT SYSTEMS
- CO2 SYSTEMS
- RESTAURANT HOODS & DUCTS
- FIRE EXTINGUISHERS
- FIRE MONITORING
- SAFETY EQUIPMENT
- FIRE TRAINING

Customer:  
Village of  
South Glens Falls  
46 Saratoga Ave.  
So. Glens Falls 12803

## PROPOSAL TO UPDATE AND ADD TO EXISTING CAMERA SYSTEM

### SCOPE OF WORK:

New York Fire & Security will merge 2 current systems, install a new NVR, install 6 new cameras and hardware, terminate wiring at both headend and camera locations, position cameras, program the NVR as well as setup for remote viewing. (Providing there is an active internet connection)

### CONTRACTOR'S GUARANTEE:

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Any variations from plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. New York Fire and Signal Corp. does not warrant that the system may not be compromised or circumvented. In the event that a loss should occur through failure of the system or through negligence on behalf of New York Fire and Signal Corp., its employees or agents, the liquidated damages shall be held to no more than Two Hundred Fifty Dollars (\$250.00). Agreements made with our workmen are not recognized.

SIGNED: Don Bovair, Project Estimator      DATE: May 14, 2026

### ACCEPTANCE OF BID:

If any account open under this proposal is not paid in accordance with payment terms, the account will be past due and in default. If any said account becomes past due, a finance charge will be assessed in the amount of 2% calculated on the billing date of each month on the balance as of the last day of the previous month (less payments and credits applied to said balance) until payment of said account has been made in full. Two percent (2%) per month is an annual rate of twenty-four percent (24%). If any said account becomes past due, and is referred for collection purposes, I and/or We agree to pay all costs of collection, including reasonable attorney's fees (minimum of \$200.00), and disbursements and court costs incurred in connection therewith.

The above specifications, terms and contract are satisfactory, and I (we) hereby authorize the performance of this work. It is understood and agreed by the parties hereto that New York Fire and Signal Corp. is not an insurer. Insurance, if any, will be purchased and paid for by the owner of the system.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS PROPOSAL IS VOID IN 30 DAYS UNLESS A COPY IS SIGNED AND RETURNED  
ALL PRICING IS SUBJECT TO CHANGE IN 90 DAYS. THIS INFORMATION IS PROPRIETARY IN NATURE AND ANY DISCLOSURE TO A THIRD PARTY IS PROHIBITED.



## Code Enforcement Position

**From** Water Dept <sgfwater@villageofsgfny.gov>

**Date** Thu 5/7/2026 3:38 PM

**To** Joe Orlow <trusteeorlow@villageofsgfny.gov>; Claude Middleton <trusteemiddleton@villageofsgfny.gov>; Zach Baxter <trusteebaxter@villageofsgfny.gov>; Keith Comstock (Trustee) <trusteecomstock@villageofsgfny.gov>; Tim Carota <trusteecarota@villageofsgfny.gov>


**Cc** Samantha Berg <clerktreasurer@Villageofsgfny.gov>; Alan Dubois <publicworks@villageofsgfny.gov>

 1 attachment (160 KB)

CEO\_certificate.pdf;

Hello all and good afternoon,

For those of you that haven't met me yet, I am John Rosati and I am the current Water Operator for the Village. While listening to the meeting last night, I heard that the board plans to post an interim part time codes job to fill in for John Pagano while he heals. I would like to make a proposal to you. I currently work for the Village full time and also carry a full NYS Codes Enforcement License (CE1005884). I believe I could be a great asset for this position. I believe I could move my schedule around and be able to allocate 2-4 hours a day for codes between work hours and after work hours. I could also do codes work on the weekends, being I am here anyway to do rounds. The plan I would suggest is to pay me a weekly stipend to be the interim codes enforcer; I will do the work as needed, and as the board requests. This way when John Pagano comes back, you can easily just cancel my stipend, and I return to my normal duties as usual.

I believe this plan would not only keep the village from having to search for a part time and interim person, but it would also be supporting current employees within. I would assume it may be difficult to hire someone for a part time position while also knowing there is an unknown end date to that position. By hiring me, the board would not have to worry about that. I am going into the position apprised of the situation and know full well there will be a termination date and that it is only interim. I would also go into the position knowing the village, the staff, many of the residents and the codes struggles that occur. This could make for an easier transition and also will hopefully run flawlessly as we await John to get better and come back to his position. I have also talked to Alan about this, and he was supportive as long as I can effectively balance both positions without falter. I am very confident I can. I hope that this is something that the board will consider, and I anxiously await your reply. If any of you have any questions, please do not hesitate to reach out. My cell is 

Thankyou for your time,

*John T. Rosati*  
Water Plant Operator

Village of South Glens Falls  
2 Beach road,  
South Glens Falls NY 12803  
(518) 792- 5046  
Hours- Mon- Thurs 7:00am-3:30 pm

**VILLAGE OF SOUTH GLENS FALLS  
LOCAL LAW NO. \_\_\_\_\_ OF 2026**

**A LOCAL LAW ESTABLISHING A COMBINED PLANNING BOARD AND  
ZONING BOARD OF APPEALS**

**BE IT ENACTED** by the Board of Trustees of the Village of South Glens Falls as follows:

**§ 1. TITLE**

This Local Law shall be known as the “Combined Planning Board and Zoning Board of Appeals Law of the Village of South Glens Falls”.

**§ 2. LEGISLATIVE AUTHORITY**

This Local Law is adopted pursuant to the authority granted to villages under :

- Article IX of the New York State Constitution;
- Article 2 of the NYS Municipal Home Rule Law, and
- NYS Village Law §§ 7-712 and 7-718.

**§ 3. LEGISLATIVE FINDINGS AND INTENT**

The Village Board of Trustees finds that the consolidation of the Planning Board and Zoning Board of Appeals into a single board will

1. Promote administrative efficiency;
2. Assure an adequate number of land use decision-making members;
3. Reduce municipal costs and duplicative governmental operations;
4. Preserve the independent quasi-judicial functions required under New York law; and
5. Continue to provide fair and impartial review of land use applications and zoning appeals.

**§ 4. CREATION OF COMBINED BOARD**

There is hereby created a consolidated board to be known as the “Planning Board and Zoning Board of Appeals” (“Combined Board”). The Combined Board shall possess and exercise all powers and duties previously vested in the Planning Board and Zoning Board of Appeals under NYS Village Law, the zoning regulations of the Village, and all other applicable local laws and regulations.

## **§ 5. ABOLITION OF SEPARATE BOARDS**

Effective upon the effective date of this Local Law, the existing Planning Board is abolished, the existing Zoning Board of Appeals is abolished, and all references in the Municipal Code to either Board shall thereafter mean the Combined Board unless the context clearly indicates otherwise.

## **§ 6. MEMBERSHIP**

### **A. Number of Members**

A Combined Board shall consist of seven (7) members appointed by the Mayor with the approval of the Board of Trustees;

### **B. Terms**

Members shall served staggered terms of five (5) years, except that initial appointments shall be staggered so as to maintain continuity;

### **C. Existing Members**

Current members of the Planning Board and Zoning Board of Appeals may be appointed to the Combined Board for the remainder of their existing terms;

### **D. Chairperson**

The Mayor shall annually designate a Chairperson, or the Combined Board may annually elect a Chairperson from among its membership.

### **E. ALTERNATE MEMBERS**

The Board of Trustees may appoint up to two (2) alternate members to serve in the absence or disqualification of regular members.

## **§ 7. POWERS AND DUTIES**

The Combined Board shall exercise all powers authorized by New York State Law, including but not limited to:

### **A. Planning Functions**

Subdivision review; special use permit review where authorized; advisory recommendations on zoning amendments; and comprehensive site-plan review and recommendations.

**B. Zoning Board of Appeals Functions**

Area variances; use variances; administrative appeals; interpretations of zoning regulations; and any other appellate or quasi-judicial functions authorized by law.

**§ 8. PROCEDURAL SAFEGUARDS**

**A. Separate Consideration of Matters**

The Combined Board shall separately consider and vote upon matters involving:

1. Planning and subdivision review; and
2. Zoning appeals or variances.

**B. Recusal**

Any member having a conflict of interest shall recuse himself or herself in accordance with applicable law and the Municipal Code of Ethics.

**C. Training**

All members shall complete training required under New York State Law for Planning and Zoning Officials.

**D. Rules of Procedure**

The Combined Board may adopt rules and procedures consistent with State Law and this Local Law.

**§ 9. SUPERSESSION OF STATE LAW**

This Local Law is intended to supersede, to the extent permitted by the NYS Municipal Home Rule Law, any provisions of the NYS Village Law requiring separate planning boards and zoning boards of appeals. It is specifically the intent of this Local Law to exercise the municipality's authority under Municipal Home Rule Law § 10 to adopt a local law relating to the property, affairs, and government of the municipality and the powers, duties, qualifications, number, mode of selection, and terms of office of its officers and employees.

**§ 10. TRANSFER OF RECORDS AND PENDING APPLICATIONS**

All records, files, proceedings, applications, and matters pending before the former Planning Board and Zoning Board of Appeals shall be transferred to and continued before the Combined Board without interruption.

**§ 11. SEQRA DETERMINATION**

The Board of Trustees hereby determines that this Local Law constitutes a Type II Action pursuant to 6 NYCRR § 617.5(c), as it relates solely to the organization and administration of a local governmental body and does not involve a change in land use or development policy. Therefore, no further review under the State Environmental Quality Review Act is required.

**§ 12. SEVERABILITY**

If any clause, sentence, paragraph, section, or part of this Local Law shall be judged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part directly involved in the controversy.

**§ 13. EFFECTIVE DATE**

This Local Law shall take effect immediately upon filing with the Secretary of State of the State of New York in accordance with the provisions of the Municipal Home Rule Law.



# **SOUTH GLENS FALLS FIRE COMPANY, INC.**

**7 W. MARION AVENUE  
SOUTH GLENS FALLS, NY 12803**

**STATION #1: (518) 792-1674  
CHIEF@SGFFIRE.ORG**

**STATION #2: (518) 798-4020  
PRESIDENT@SGFFIRE.ORG**

**May 15, 2026**

**Village Clerk  
Village of South Glens Falls  
46 Saratoga Ave  
South Glens Falls NY 12803**

**Re: New Member**

**Please be advised that the following application has been approved at South Glens Falls Fire Company's May 4, 2026, Company meeting:**

**Kelijah Fink**

**I understand that the Village Board will hold a formal vote approving the application. Please provide me with email notification as I need to forward the same to Saratoga County Self- Insurance and also let the applicant know that they are now an active member with the South Glens Falls Fire Company. You may forward to [ajacox@sgffire.org](mailto:ajacox@sgffire.org),**

**South Glens Falls Fire Company, Inc.**

**By:**

***Anissa Jacox*  
Anissa Jacox, Secretary**

**Cc: Chief: Tyler Corlew  
File**



**[www.facebook.com/southglensfallsfire](https://www.facebook.com/southglensfallsfire)**



# NORTH COUNTRY JANITORIAL INC.

188 Dix Avenue • Glens Falls, New York 12801  
518-793-8750 • 518-798-5497 • Fax 518-745-7536  
[www.northcountryjanitorial.com](http://www.northcountryjanitorial.com)

May 15, 2026

Village of South Glens Falls  
46 Saratoga Ave  
South Glens Falls, NY 12803  
[clerktreasurer@villageofsgfny.gov](mailto:clerktreasurer@villageofsgfny.gov)

Dear Samantha,

Thank you for giving us the opportunity to provide you with a service quote.

We are proposing the following services:

- 1x Strip & Wax VCT** **\$355.00 ea. occurrence plus applicable tax.**  
(Bathrooms x 3)
- 1x Carpet Cleaning** **\$480.00 ea. occurrence plus applicable tax.**

*Customer will be responsible for moving any items to ensure the workspace is accessible and free from obstruction.*

*\*Services requested on the weekend will be subject to additional charges.*

*\*Pricing is valid for 90-Days and work will be invoiced upon completion to be paid within 20 days.*

VILLAGE OF SOUTH GLENS FALLS

NORTH COUNTRY JANITORIAL, INC.

\_\_\_\_\_

*Amber Neve*  
\_\_\_\_\_

PRINT NAME

*Amber Neve*  
PRINT NAME

DATE: \_\_\_\_\_

DATE: *5/15/2026*



APPLICATION/LICENSE FOR PEDDLERS, SOLICITORS, TRANSIENT MERCHANTS

Village of South Glens Falls

46 Saratoga Avenue • South Glens Falls, N.Y. 12803

518-793-1455 • www.SGFNY.com • Fax 518-793-3063

NAME OF APPLICANT:

Sarah Bovair

PERMANENT ADDRESS:

300 Lamplighter Acres F.E. 12828

LOCAL ADDRESS (if different):

DATE OF BIRTH:

6/18/68

ARE YOU A U.S. CITIZEN:

yes

HAVE YOU EVER BEEN CONVICTED OF A FELONY No A MISDEMEANOR No

IF YES GIVE

DETAILS:

FEDERAL I.D. #

87-223124

N.Y.S. SALES TAX #

TF 594501

FIRM REPRESENTING:

Sarah's Dream DBA Frankly Delicious

ADDRESS OF FIRM:

300 Lamplighter Acres

TYPE OF BUSINESS:

Hot Dog Push Cart

YEAR & MAKE OF VEHICLE:

2024 Towblazer

CashCall

STATE & VEHICLE PLATE #

N/A

DRIVER'S LICENSE #

445 288 246

STATE:

NY

DESCRIPTION OF GOODS TO BE SOLD AND METHOD OF SALE: (INCLUDE BRAND NAMES, MANUFACTURER, DISTRIBUTOR OF GOODS; NAME, PUBLISHER, DISTRIBUTOR OF BOOKS, PERIODICALS)

Hot dogs, chips, snacks, candy, soft drinks/water, meat sauce.

LIST NAMES, ADDRESSES OF OTHER PERSONS INVOLVED IN THIS SELLING AS WELL AS CONVICTIONS (use reverse side if necessary):

Jeel Baroic 300 L. Acres - Victoria Bristol 1 D Pine Hill Dr. SGF.

DATES TO BE WORKED AND LENGTH OF

STAY: 5/22 Memorial Parade

*Jeel Baroic*  
SIGNATURE OF APPLICANT


This space for office use

INFORMATION FOR APPLICANT:

1. FEES: SOLICITORS \$300.00 PER YEAR, TRANSIENT MERCHANTS \$500.00 PER DAY (LICENSE EXPIRES 3 MONTHS FROM ISSUANCE).
2. BOND REQUIREMENTS: SOLICITORS \$10,000, TRANSIENT MERCHANTS \$10,000 OR CASH OR CERTIFIED FUNDS IN LIEU OF BOND; TO BE HELD BY VILLAGE CLERK FOR ONE YEAR.
3. SPECIAL REQUIREMENTS FOR NON-RESIDENTS: PROOF OF AUTHORIZATION BY SECRETARY OF STATE PURSUANT TO THE BUSINESS CORPORATION LAW SECTION 304.
4. IF APPLICANT REPRESENTS A FIRM, AN AUTHORIZING DOCUMENT MUST BE ATTACHED.
5. FINES: ANY PERSON CONVICTED OF A FRAUDULENTLY MISUSING THE PROVISIONS OF THIS LICENSE, SHALL UPON CONVICTION, BE SUBJECT TO A FINE NOT EXCEEDING \$500.00 OR IMPRISONMENT NOT EXCEEDING 15 DAYS OR TO BOTH FINE AND IMPRISONMENT. THE CONTINUATION OF AN OFFENSE AGAINST THE PROVISIONS OF THIS LICENSE SHALL CONSTITUTE, FOR EACH DAY THE OFFENSE IS CONTINUED, A SEPARATE AND DISTINCT OFFENSE HEREUNDER.
6. APPLICATIONS FOR LICENSE MUST BE RECEIVED 7 DAYS PRIOR TO COMMENCEMENT OF OPERATIONS.

 Outlook**Re: Village of South Glens Falls Application for Peddlers, Solicitors, Transient Merchants**

**From** Sarah Bovair <sarahbovair@gmail.com>  
**Date** Tue 5/19/2026 11:52 AM  
**To** Lorie Gollhofer <deputyclerk.treasurer@villageofsgfny.gov>

 2 attachments (2 MB)  
Scan\_20260519\_2.jpg; Scan\_20260519.jpg;

Here is the application. I am waiting for the insurance.

On Tue, May 19, 2026 at 7:37 AM Lorie Gollhofer <[deputyclerk.treasurer@villageofsgfny.gov](mailto:deputyclerk.treasurer@villageofsgfny.gov)> wrote:  
Just fill out as much as you can...we just need the application and other documents.

*Lorie Gollhofer*  
*Deputy Clerk Treasurer*  
*Village of South Glens Falls*  
*46 Saratoga Avenue*  
*South Glens Falls, NY 12803*  
*(518) 793-1455 ext. 103*  
*[deputyclerk.treasurer@villageofsgfny.gov](mailto:deputyclerk.treasurer@villageofsgfny.gov)*  
*\*Please take note of my new email address\**

**From:** Sarah Bovair <[sarahbovair@gmail.com](mailto:sarahbovair@gmail.com)>  
**Sent:** Monday, May 18, 2026 5:36 PM  
**To:** Lorie Gollhofer <[deputyclerk.treasurer@villageofsgfny.gov](mailto:deputyclerk.treasurer@villageofsgfny.gov)>  
**Subject:** Re: Village of South Glens Falls Application for Peddlers, Solicitors, Transient Merchants

Where is the code on this? I hate about private property?

Sarah Bovair  
[sarahbovair@gmail.com](mailto:sarahbovair@gmail.com)  
518-361-5496

On Mon, May 18, 2026 at 3:28 PM Lorie Gollhofer <[deputyclerk.treasurer@villageofsgfny.gov](mailto:deputyclerk.treasurer@villageofsgfny.gov)> wrote:  
Sarah,

Our Board of Trustees makes the determination to waive the fee for vendors for any of the events in the Village.

Attached is our application. Please include your license and insurance info.



# Quote

## Emerick Associates, Inc

Emerick Associates, Inc.  
 1107 Loudon Rd.  
 Cohoes, NY 12047  
 Phone: +15187856692  
 Email: temerick@emerickassociates.com  
 Website: www.emerickassociates.com

Quote #	Date
EM-2660	05/19/2026



<b>Bill To:</b>
VILLAGE OF SOUTH GLENS FALLS DPW 46 SARATOGA AVE SOUTH GLENS FALLS, NY 12803

<b>Ship To:</b>
VILLAGE OF SOUTH GLENS FALLS DPW 46 SARATOGA AVE SOUTH GLENS FALLS, NY 12803

Customer: VILLAGE OF SOUTH GLENS FALLS DPW

Contact: VILLAGE OF SOUTH GLENS FALLS D

**Notes:** 3-4 WEEKS FOR PARTS  
 2-3 DAYS TO REPAIR

Sales Rep	Payment Terms	FOB Point	Carrier	Ship Service	Date Scheduled
temerick	NET 30	Origin	BESTWAY	SHIP BESTWAY	05/19/2026

Item #	Type	Number	Description	Unit Price	Qty Ordered	Total Price
1	Sale	MISC	REPAIR LANDUSTRIE DWP42 SUBMERSIBLE PUMP	\$0.00	1 ea	\$ 0.00
2	Sale	76195A	WATER PROBE DP42	\$164.44	1 ea	\$ 164.44
3	Sale	704809	GASKET FOR WATER DETECTOR	\$36.68	1 ea	\$ 36.68
4	Sale	9X0160	CONTACT PIN	\$1.09	1 ea	\$ 1.09
5	Sale	76154U	IMPELLER DWP42 DUPLEX SS 195MM	\$1,483.44	1 ea	\$ 1,483.44
6	Sale	77816E	SPARE PARTS KIT ALL MODELS OF DWP42 & DTP22	\$405.00	1 ea	\$ 405.00
7	Sale	LABOR	GENERAL TECHNICIAN LABOR	\$160.00	6 hr	\$ 960.00
8	Sale	MISC	TARIFF	\$253.00	1 ea	\$ 253.00
9	Shipping	Shipping	ESTIMATED SHIPPING	\$375.00	1 ea	\$ 375.00
10	Sale	MISC	LUBES/SOLVENTS/RAGS/CLEANERS	\$50.00	1 ea	\$ 50.00

**Subtotal:** \$3,728.65  
**Sales Tax:** \$0.00  
**Total:** \$3,728.65

A 3% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD. PLEASE NOTIFY US BEFORE ISSUING A PO ON HOW YOU PLAN TO PAY.

DATE ACCEPTED \_\_\_\_\_ SIGNATURE \_\_\_\_\_