

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY 12803
May 20, 2026
Regular Village Board Meeting @ 7:00 PM

Regular Village Board Meeting
MAYOR JOSEPH ORLOW PRESIDING
Minutes

Attendance:

Mayor Orlow	Clerk Treasurer Samantha Berg
Trustee Baxter	Superintendent Alan Dubois
Trustee Carota	Xavier DeRush
Trustee Comstock	Chris Rich
Trustee Middleton	Cheryl Lawyer
Tim Pease	Reed Antis
Jack Mance	Lenny
Kevin Gallagher	Bob Ulrich
John R	Sarah Bovair dba Frankly Delicious
+15187445040	

The Mayor opened the meeting at 7:00 PM.

Pledge of Allegiance

Organizational Meeting

Trustee Middleton discussed a proposed resolution establishing rules and time limits for public comment during Village Board meetings as part of the organizational meeting agenda. Mayor Orlow expressed opposition to the proposal, stating that the Board works for the public, and residents should be able to ask questions and receive answers during meetings. He emphasized that meetings under his administration had become shorter and more organized without restricting public participation and stated that he did not believe additional rules were necessary to control discussion. Trustee Middleton explained that the purpose of the resolution was to improve meeting efficiency, streamline discussions, and reduce repetitive back-and-forth exchanges between the Board and the public. He noted that similar procedures are commonly used by surrounding municipalities, including the Town and the City of Glens Falls. Trustee Baxter added that the proposal stemmed from difficulties reviewing prior meeting minutes, particularly during discussions related to water and sewer rates, where extensive public exchanges made the record difficult to follow. Several concerns were raised regarding Section 4 of the draft resolution, which stated that trustees would not engage in back-and-forth debate or answer questions during public comment. Board members and members of the public expressed concern that the language appeared overly restrictive and could discourage public participation. Trustee Carota questioned the wording and asked whether the draft accurately reflected the Board's intent. Attorney Nikas reviewed the language and clarified that the resolution was intended as a guideline or tool to help manage meetings when discussions become unproductive or



repetitive. He stated that the Mayor retains ultimate authority and discretion in conducting meetings and could allow additional discussion when appropriate. Attorney Nikas suggested revising the language from “trustees will not engage” to “trustees may not engage,” making the provision permissive rather than mandatory. Following the discussion, Board members generally agreed that the revised language was less restrictive and better reflected the intent of the policy. Additional revisions were proposed, including correcting the municipality's name within the draft resolution. Mayor Orlow reiterated that he supports public participation and believes questions should be answered whenever possible, while acknowledging that the policy could serve as a guideline when meetings become disruptive or repetitive.

Motion 052026-1 to adopt the Resolution regarding Board Meeting Rules and Time Limits: Trustee Carota motioned, Trustee Middleton seconded. Trustee Baxter - yes, Trustee Carota - yes, Trustee Comstock - yes, Trustee Middleton - yes, Mayor Orlow - yes. All in favor, motion passed.

Mayor Orlow began the discussion on the organizational meeting packet and whether members had sufficient time to review the materials before taking action. Clerk Treasurer Berg noted that the Village had not held a formal organizational meeting earlier in the year due to the frequency of budget workshop meetings. The Board discussed that most of the items in the packet were carryovers from prior years with updates to committee assignments, appointments, schedules, and policies. The Board reviewed committee appointments and clarified several assignments that had become unclear due to prior discussions and committee changes. Trustee Middleton requested an appointment to the Parks, Buildings and Grounds Committee, replacing Trustee Carota on that committee. Other committee assignments, including Personnel, Insurance, Lighting, Police, Water and Sewer, Trees, Streets, and Safety, were reviewed and generally remained unchanged. Trustee Comstock remained the sole trustee assigned to the Parade Committee. Discussion also occurred regarding liaison appointments to the Fire Company, Planning Board, and Zoning Board. Mayor Orlow expressed a preference for Trustee Carota to stay as Fire Company Liaison. Trustee Carota stated that Trustee Middleton had been working with the department and would be better suited. Trustee Middleton agreed to continue serving in that role. The Board also discussed the need to appoint a liaison for the Planning and Zoning Boards, particularly in light of the proposed consolidation of those boards. Village Clerk Berg raised concerns regarding expired appointments for current Zoning Board members. It was clarified that, if the local law creating a combined Planning and Zoning Board is adopted, those appointments would be addressed through the reappointment process for the new combined board. The Board reviewed amendments to the Village procurement policy. Trustee Baxter proposed adding language allowing department heads to make purchases within approved budget appropriations, up to \$5,000 and not requiring formal bidding, without prior Board approval. The proposal was intended to improve efficiency and allow department heads to purchase routine supplies or parts without waiting for Board meetings. Board members expressed support for the change. Additional discussion occurred regarding updates to the Village investment policy, including the addition of new municipal investment options, and updates to the fee schedule reflecting revised sewer rates and corrected NSF fees. The Board also reviewed proposed changes related to ADA compliance for official Village social media and website postings. Discussion focused on limiting posting authority to the Clerk Treasurer and Deputy Clerk Treasurer to ensure compliance with required accessibility



training and state guidelines. The Board reviewed updates to the chain of command and travel and training policies and confirmed that the Deputy Mayor designation would remain unchanged.

Motion 052026-2 to approve the Organizational Meeting as amended: Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

Public Forum

Cheryl Lawyer - President of the Moreau Community Center: complimented the DPW Department for installing the military banners and how much they are appreciated by the residents and families represented. Mayor Orlow echoed those sentiments and thanked the DPW for their work.

1. Employee Recognition

Mayor Orlow recognized Village employee Edwin "Cookie" Robbins for his years of service to the community. He stated that Mr. Robbins has dedicated significant time and effort to the Village, has consistently been dependable, and has always been willing to put himself forward in service to the community. Edwin "Cookie" Robbins was presented with a plaque in recognition of 25 years of service to the Village of South Glens Falls as Animal Control Officer. The plaque read: "Recognition of 25 Years of Service to Edwin 'Cookie' Robbins for Dedicated Service to the Village of South Glens Falls Community as Animal Control Officer." Mayor Orlow thanked Mr. Robbins for his service on behalf of the Village and the Board of Trustees.

2. Presentation by AGFTC on the Harrison & Main Traffic Study

The Board received a presentation from Jack Manson of the Adirondack/Glens Falls Transportation Council, along with Chris, an engineer from Barton & Loguidice, regarding the completed traffic study for the intersection of Harrison Avenue and Main Street. Mr. Manson explained that the study was initiated approximately one year earlier to evaluate traffic control options, including a four-way stop and a traffic signal. He stated that the study examined traffic volumes, vehicle speeds, crash history, pedestrian activity, sight distance, school crossing activity, and other engineering criteria. Mr. Manson reported that the engineering analysis determined that an all-way stop at the intersection meets the established warrants and is recommended. However, the study concluded that a traffic signal does not meet the required warrants and is therefore not recommended. He explained that additional improvements would be necessary if stop signs are installed, including modifications to the existing crosswalk layout. The current diagonal crosswalk configuration would need to be replaced with one crosswalk on each approach to the intersection in order to improve clarity and safety for both pedestrians and motorists. Additional recommendations included reviewing school bus turning movements to ensure adequate turning radius, adding a second streetlight to improve nighttime visibility, and considering selective vegetation removal to improve sight distance at the intersection. Mr. Manson also discussed the possibility of installing curb bump-outs or curb extensions to narrow the roadway, reduce pedestrian crossing distance, and calm traffic. He noted that the bump-outs would represent a more



significant capital improvement and suggested the Village could first implement stop signs and crosswalk modifications before considering additional traffic calming measures. The Board discussed the potential costs of the recommended improvements and whether grant funding would be appropriate. Mr. Mance advised that the project is likely too small to justify state or federal grant funding and stated that pursuing grants could increase costs due to additional administrative requirements. He suggested that the Village could potentially complete the work through the DPW or by budgeting for improvements locally. Board members also discussed the possibility of using solar-powered illuminated stop signs. Concerns were raised regarding maintenance costs, visibility to neighboring homes, and long-term reliability. Mr. Manson explained that the illuminated signs primarily outline the stop sign and are intended to improve driver awareness without producing significant glare. Attorney Nikas cautioned the Board that the report's findings regarding pedestrian safety, traffic speed, and roadway conditions could create potential liability concerns if no action is taken. Board members acknowledged the concerns and discussed whether the DPW could complete portions of the recommended work or whether outside contractors would be necessary. Mr. Manson stated that the draft report would be posted online for a public comment period through the Adirondack/Glens Falls Transportation Council before the study is finalized. He encouraged the Village to share the report link through the Village website and social media to increase public participation.

3. Grant Projects Update

- a. **Motion 052026-3 to approve payment of \$6,500.00 to TKC Construction for 54 linear feet of concrete on the Ferry Blvd. project (Sidewalks Contractual A 5410.0402):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.
Discussion: Trustee Middleton discussed progress on the Ferry Boulevard sidewalk project and noted that construction was moving ahead efficiently. The Foreman reported that approximately 54 linear feet of the sidewalk had been omitted from the original engineering plans near Chestnut Street and the former railroad tracks approaching Simone Court. Board members discussed concerns that the missing section would create a gap between the new five-foot sidewalk and the existing four-foot sidewalk, forcing pedestrians, wheelchair users, bicyclists, and individuals with strollers to travel through an unimproved dirt area before reconnecting with the sidewalk. Trustee Middleton explained that TKC Construction offered to complete the additional sidewalk section while concrete work was already underway on the project. Although the original bid price was approximately \$150 per linear foot, the contractor offered to complete the work at a reduced cost of approximately \$120.37 per linear foot, for a total estimated cost of \$6,500. Trustee Baxter asked about possible funding sources for the additional work, including whether the expense could qualify under CHIPS funding or be covered through remaining sidewalk project budget funds. It was noted that sufficient funds remained available within the project budget. Board members expressed support for completing the missing sidewalk section to provide a continuous and accessible pedestrian route and to improve the overall



appearance and functionality of the project area. Mayor Orlow also thanked the Department of Public Works for cleaning up the park area and removing construction equipment and trailers in preparation for the upcoming parade. Board members noted that residents and neighboring property owners had expressed appreciation for the improvements being made to the project area.

4. **Motion 052026-4 to approve Transfers:** Trustee Carota motioned, Trustee Middleton seconded. All in favor, motion passed.

Discussion: None

- a. A 878.0600 appropriate \$1,600.00 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 052026-5 to Approve the Bills and Payroll as Audited:** Trustee Carota motioned, Trustee Baxter seconded. All in favor, motion passed.

Discussion: None.

- 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

6. **Motion 052026-6 to approve 03/25/26 and 05/06/26 minutes:** Trustee Middleton motioned, Trustee Baxter seconded. Trustee Carota abstained. Majority in favor, motion passed.

Discussion: None

7. **Motion 052026-7 to appropriate \$3,136.31 (Technology Reserve A 878.0300) for Camera System Improvements and the addition of a Parking Lot**

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

Discussion: Clerk Treasurer Berg presented improvements to the Village



camera system, including the installation of a camera covering the front parking lot area. During the discussion, it was explained that the additional camera is intended to monitor activity in the parking lot due to ongoing issues with illegal dumping and unauthorized activity. The system improvements are intended to assist in identifying vehicles and individuals entering the area and to improve overall security and surveillance capabilities at the Village property.

- 8. Motion 052026-8 to hire John Rosati as the Temporary Part-Time Code Enforcement Officer at the rate of \$40.00/hour (Monday-Thursday after 3:00 pm and Friday-Sunday anytime up to 16 hours total, with the ability as needed):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

Discussion: Mayor Orlow discussed the appointment of a temporary part-time Code Enforcement Officer to assist the Village while Code Enforcement Officer John Pagano remains unavailable following his heart transplant procedure. Mayor Orlow reported that Mr. Pagano's recovery is progressing well and noted that he has since relocated to New Jersey. John Rosati has submitted his credentials and expressed interest in serving in the temporary position. Board members discussed Mr. Rosati's qualifications and noted that, while he does not have the same fire inspection credentials as Mr. Pagano, he does hold the necessary certifications to perform code enforcement duties related to permits, property maintenance inspections, electrical inspections, and general code enforcement matters. Trustee Middleton had concerns regarding potential scheduling conflicts between the proposed code enforcement duties and Mr. Rosati's existing responsibilities as Water Superintendent. Mayor Orlow stated that the position would be limited to hours outside of Mr. Rosati's normal workday, specifically after 3:00 p.m. Monday through Thursday, and flexible hours on Fridays and weekends. The Board also discussed volunteer efforts related to opening and closing the Village trails. It was noted that Mr. Rosati had volunteered to unlock the trails during weekdays while he was at the DPW facility, while Reed Antis volunteered to assist with locking the trails in the evenings. Trustee Middleton and his wife also volunteered to assist with trail access on weekends. Board members expressed appreciation to the volunteers for helping reduce staffing demands and operational costs. An additional discussion occurred regarding the possibility of utilizing another individual, Ed Robbins, as a backup option for trail duties if volunteer coverage becomes insufficient.

- 9. Local Law 1 of 2026**

Motion 052026-9 to schedule a Public Hearing for Local Law 1 on 06/03/26 at 6:55 pm before the Regular Village Board Meeting: Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

Discussion: The Board discussed Local Law No. 1 and the need to schedule a public hearing prior to its consideration and possible adoption. Discussion focused primarily on provisions establishing staggered terms for members of the proposed combined Planning and Zoning Board. Board members reviewed language stating that members would serve staggered five-year terms, with initial appointments structured to maintain continuity. Questions were raised regarding how the staggering of terms would be implemented. It was suggested that the



Board use the expiration dates of current Planning and Zoning Board appointments as a basis for establishing the staggered schedule, grouping members according to their existing expiration dates in order to maintain continuity on the newly combined board. Discussion also occurred regarding board membership requirements and training obligations. It was noted that the proposed combined board would consist of five regular members and two alternate members. Board members acknowledged that individuals currently serving on only one of the two existing boards may need to complete additional state-mandated training requirements if the boards are consolidated. It was further noted that annual county-sponsored training opportunities are available and recommended for board members. Mayor Orlow encouraged interested residents to volunteer to serve on the board, noting that the Village has experienced difficulty attracting applicants for Planning and Zoning Board positions. The Board then discussed scheduling a public hearing for Local Law No. 1. It was suggested that the hearing be held immediately prior to the next regular Board meeting to maximize attendance and efficiency. Clerk Treasurer Berg also acknowledged the need to publish the required legal notice in advance of the hearing.

10. Old Business: None

Cheryl Lawyer provided the Board with preparations for the upcoming Memorial Day Parade and received an update regarding parade organization and lineup details. Ms. Lawyer noted that she coordinates parade lineups and shared that this year's event continues as a long-standing tradition in the Village, with one participant noting the parade has been held for approximately 70 years. She reported that the overall lineup remains similar to prior years, with some new participating groups, including local clubs and community organizations. It was noted that the parade will include multiple divisions, beginning with veteran organizations and fire departments, followed by family groups, sports teams, and community participants. Candy distribution and vehicle participation at the end of the parade were also discussed. The Grand Marshal for the event will be Jim Maloney, and transportation arrangements were noted. She also highlighted the continued involvement of local community partners, including the community center, which will host a senior cookout in conjunction with the event. Support from the Village was acknowledged, including contributions from the pipe band and marching band. Additional coordination details were provided regarding staging locations, with officials and participants assembling in the designated area at Wilson and Main Streets. The Sheriff's Department will participate in the event, including a color guard presence, which has been well received in prior years. It was also noted that various community volunteers and organizers, including parade committee members and town representatives, will assist with managing staging, sound, and logistics. The Village's upgraded sound system was acknowledged as part of event preparations. Board members expressed appreciation for Ms. Lawyer's continued coordination efforts and thanked all volunteers and partners assisting with the parade organization.



11. New Business

- a. **Motion 052026-10 to approve new Fire Dept member, Kelijah Fink:**
Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.
Discussion: None
- b. **Motion 052026-11 to approve payment for North Country Janitorial to strip and wax the 3 bathrooms along with carpet cleaning for Village Hall (\$835.00):** Trustee Baxter motioned, Trustee Carota seconded. All in favor, motion passed.
Discussion: Clerk Treasurer Berg discussed facility maintenance needs for the Village Hall, specifically addressing the condition of bathroom floors and carpeting throughout the building. She reported issues with water intrusion in the rear bathroom, noting that moisture and general wear have contributed to the deterioration of the flooring. It was stated that the bathroom floors in all three restrooms are in need of stripping and waxing, and that the carpeting throughout the building has not been professionally cleaned in approximately seven years. A proposal was made to obtain approval for cleaning and restoration work, including stripping and waxing the bathroom floors and performing a full carpet cleaning of the building. It was noted that quotes had been requested from outside vendors, with only one company responding.
- c. **Motion 052026-12 to waive the fee for a transient merchant for the Memorial Day Parade:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.
Discussion: None
- d. **Motion 052026-13 to approve the rebuilding at cost for Pump Repairs (\$3,728.65):** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.
Discussion: Superintendent Dubois discussed pump repairs at the pumping station, which is equipped with two pumps, one of which has failed. It was reported that the failed pump was sent to Emerick (the pump service provider) for evaluation and disassembly. The vendor determined that the pump can be rebuilt at an estimated cost of approximately \$3,700. He also noted that a new replacement pump had already been ordered and approved at a prior meeting to serve as a backup unit, at a cost of approximately \$8,700, due to the lack of an existing spare pump. Trustee Baxter asked whether it would be more cost-effective to repair the existing pump or proceed with purchasing a new unit. It was noted that the vendor expressed confidence that the pump could be successfully rebuilt. Members discussed expected equipment lifespan, with estimates suggesting several years of service life depending on usage and conditions. The Board considered operational reliability, cost differences between repair and replacement, and the importance of maintaining a functioning backup system for the pumping station.
- e. **Motion 052026-14 to approve the purchase of a Village-owned smartphone for DPW Superintendent Dubois:** Trustee Middleton



motioned, Trustee Baxter seconded. All in favor, motion passed.

Discussion: Trustee Middleton brought up the issue of providing a dedicated Village-issued phone for Superintendent Dubois due to the extensive use of his personal cell phone for Village business. It was added that his personal phone is being used extensively, approximately 18 hours per day, for operational and communication purposes. Concern was raised regarding the lack of a dedicated DPW Village-issued phone and the reliance on a personal device for Village-related work. Board members discussed options, including providing a Village-owned smartphone, offering a stipend for work-related phone usage, or continuing use of the existing arrangement. Cybersecurity considerations and the importance of keeping municipal communications and records separate from personal devices were also raised. The Superintendent indicated a preference for a Village-issued phone. It was further noted that the Village already utilizes tablets with SIM cards for mapping and field operations, and that integrating a modern smartphone could improve operational efficiency, including access to mapping and work-order systems.

- f. **Motion 052026-15 to approve payment of 4 unused vacation days for Clerk Treasurer Samantha Berg:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

Discussion: None

- g. **Motion 052026-16 to approve payment of 10 unused vacation days for DPW Superintendent Alan Dubois:** Trustee Baxter motioned, Trustee Middleton seconded. All in favor, motion passed.

Discussion: Trustee Carota asked whether there is a policy in the Village handbook regarding the buyback or “sell back” of vacation time for employees. It was noted that there does not appear to be a specific policy in the handbook addressing vacation buyback for non-union employees, and that such provisions typically exist only within union contracts. Board members acknowledged that the situation being discussed was considered an extenuating circumstance. It was further stated that while no formal written policy exists for this scenario, similar arrangements have been handled in the past and may be considered a matter of best practice depending on Board approval and circumstances.

12. Trustee Reports

- a. **Water Sewer Committee:** updated the Board on a summary and clarification of all the water sewer items to be ready for the next meeting.

13. **Mayor’s Report:** reported his attendance at the annual NYCOM multi-day training program held from Wednesday through Friday at the Sagamore Resort. He stated that the training emphasized the importance of ongoing education and retraining for municipal officials, referencing that continued training over the next 18 months was discussed as a key focus area. He thanked the Village for supporting his attendance at the training and stated that he found the sessions informative and beneficial. Mayor Orlow noted that prior discussions had been held with Trustee Baxter and legal counsel regarding ongoing matters, including



coordination with Attorney Goldberger and updates related to negotiations and pending appointments. Mayor Orlow and Trustee Baxter stated that communications with counsel had been ongoing and that there was no firm date currently scheduled for negotiations involving the PBA attorney and Village counsel. It was indicated that updates would be provided to the Board as they become available and that no immediate action or executive session was required.

- 14. Motion 052026-17 to adjourn the Regular Village Board Meeting with no Executive Session at 8:30 pm:** Trustee Middleton motioned, Trustee Baxter seconded. All in favor, motion passed.

