

REGULAR MEETING, DECEMBER 2, 2020 at the Village Office at 7:00 PM.

Present: Mayor Scholl; Trustees Jarvis, Mullady, Leduc, Bennett; Attorney Matthew Douthat
Guests: Chris Heinback from PL Customs; Bobbie Jo Provost, EMS Assistant Supervisor

Tr. Leduc made the motion, seconded by Tr. Mullady to accept the **minutes** of the previous meeting, all were in favor and motion carried.

Guest Chris Heinback from PL Customs discussed the upcoming 4% increase to the ambulance prices effective January 1, 2021. To lock in the current prices, the **ambulance contract** emailed to the Board members must be signed by December 31. However, the contract has an “easy out” clause, which allows the Village to change its mind by January 31 with no consequence. No invoice will be issued until the delivery of the ambulance takes place. There are several finance options available or the Village can provide its own option. The specs have been approved by EMS, but there is now a backlog to build the vehicle. There is a 230-day build time. After discussion, Tr. Jarvis offered **Resolution No. 20-12-02-01** to allow the Mayor to sign the ambulance contract by December 31, pending review and approval by Attorney Douthat and pending financial research, review and approval by the Village Clerk-Treasurer. Motion was seconded by Tr. Mullady and roll call vote: Leduc-yes, Mullady-yes, Bennett-yes, Jarvis-yes, Mayor Scholl-yes. Resolution carried.

Bobbie Jo Provost informed the Board that she was unable to receive the **scheduled training** from the resigning EMS Supervisor due to her being excused on her last shift by a doctor’s note. She has been working through everything as she can, looking at all the information provided.

Mayor Scholl discussed the need for **ventilation in the computer room** in the Community Center building. It gets extremely warm inside, due to the door remaining closed and its location next to the boiler room. This could cause issues with the performance of the computer system and server. Since this is a budget matter, it will be deferred until then, but a quote will be requested from an HVAC professional to provide ductwork from the Clerk’s office to the computer room to provide cooler air and ventilation.

The **Building Cleaner/Parking Enforcement Officer will be retiring next year**. Discussion regarding the need to evaluate these positions at budget time for hire after her retirement was held and tabled until budget meetings begin. Mayor Scholl asked the Board to consider this for discussion at budget time.

Mayor Scholl appointed **Scott O’Neill as MEO II / On Call Driver** at \$14.00 per hour. Motion by Tr. Mullady was made to accept and seconded by Tr. Jarvis. All were in favor to accept the appointment and motion carried. Tr. Mullady asked that the ads for Call In drivers be continued indefinitely. There were two other applications received; one pulled his application and the other was interviewed and not hired.

Bobbie Jo Provost informed the Board that **COVID-19 has now reached our area**, as two calls today resulted in positive tests, with a warning to continue its diligence. EMS is doing everything required by the Health Department to keep EMS employees safe. Mayor Scholl informed the Board the Deputy Clerk spoke with the Health Department regarding a recent quarantined employee and was told that essential employees who have been exposed and are asymptomatic may continue to work. They are to go directly to and from work and work with the appropriate distancing and masks. The Board agreed that all Village employees are considered essential. The CDC has relaxed quarantines from 14 to 7-10 days.

Mayor Scholl appointed **Sarah McLean and Normand Dandurand as Permanent PT Advanced EMT/Drivers** from the County eligibility list. Sarah will be appointed at \$18.57 per hour and Normand will remain at his current rate and receive 24 hours of personal leave. Tr. Jarvis offered **Resolution No. 20-12-02-02** to accept these appointments, seconded by Tr. Bennett. Leduc-yes, Mullady-yes, Jarvis-yes, Bennett-yes, Mayor-yes. Resolution carried.

Mayor Scholl appointed **Christopher Aierle**, who has achieved Paramedic status, **as per diem Advanced EMT/Driver** at the rate of \$17.00/hour, effective upon his receipt of keys. Tr. Jarvis

made the motion to accept the appointment, seconded by Tr. Mullady. All were in favor and motion carried.

The mandatory **Annual Training for the Village staff** was scheduled by the Board for December 24, 2020 at 11:00 am. A memo will be sent by the Clerk's office to all. Motion offered by Tr. Jarvis and seconded by Tr. Mullady. All were in favor – motion carried.

The **Saranac Fire District has declined to sign the annual fire contracts** with the Village. Tr. Jarvis discussed the ramifications of this decision, including that the Village must continue to respond to mutual aid. There is no ability to “opt out” of an area. Participating in mutual aid is an “all or nothing” election, so the Dannemora Fire Department will continue to respond to mutual aid in the covered area. The Village will not be reimbursed for supplies used to respond. Tr. Jarvis said that we have always responded to Nashville Road and Hugh Herron Road, but Cadyville has been responding to those areas. Tr. Jarvis met with the fire chief and assistant chief and suggested a meeting with Kelly Donohue. They are awaiting his response.

Tr. Leduc asked about **Business Permits**. Tr. Leduc asked what the requirements were for businesses that are moving into the Village. She has been approached by some business owners. Mayor Scholl confirmed that our Code Enforcement Officer is working with the new businesses to obtain/issue all required permits. Some of these permits must be referred to the County Planning Board (businesses on SR 374), as well as the Village Planning Board, for special purposes before a permit is issued.

The board received a **letter from Donald Kramer** requesting reimbursement for repairs to a wall that was apparently hit by Village equipment when plowing two years ago. After discussion and vote, **Resolution No. 20-12-02-03** was offered by Tr. Mullady and seconded by Tr. Bennett to reimburse Mr. Kramer the requested \$60.00 for repairs. Leduc-no, Mullady-yes, Jarvis-no, Bennett-yes, Mayor-yes. Resolution carried.

Mayor Scholl received a request from **Senior Nutrition** and an agreement for the upcoming year to provide meal services to seniors in the Community Center cafeteria. While COVID is present, this program is on hiatus, but the agency would like to get the proper documentation completed for when they resume. Tr. Mullady offered **Resolution No. 20-12-02-04** to allow the Mayor to sign the agreement with Senior Nutrition for 2021, seconded by Trusted Leduc. Leduc-yes, Mullady-yes, Jarvis-yes, Bennett-yes, Mayor-yes. Resolution carried.

Mayor Scholl read the overtime, parking, diesel and gas, and EMS reports.

The EMS Assistant Supervisor requested that we offer some token of appreciation to **Morrisonville EMS** for providing the use of their ambulance while ours was out of service. Discussion by the Board resulted in Tr. Jarvis offering **Resolution No. 20-12-02-05** to get a thank you card with a \$25 gift card to Dunkin Donuts. The motion was seconded by Tr. Leduc. Leduc-yes, Mullady-yes, Jarvis-yes, Bennett-yes, Mayor-yes. Resolution carried.

Tr. Jarvis offered that the Saranac Fire District has informed him that delivery of the **new Saranac ambulance** to the Saranac Fire Department will be delayed due to COVID-19.

Tr. Leduc let the Board know that we are still waiting on some of the **Hometown Hero flags** to be delivered, due to COVID.

Trust Mullady requested the Call In Driver ads remain on the website, Facebook and Clinton County Personnel pages.

Tr. Jarvis inquired as to whether the Village office has heard from Roger Gonyea at **Lyon Mountain EMS** regarding receiving payment for EMS calls where Village EMS assisted. The Clerk-Treasurer had communicated with them and received a response that they would discuss at their November meeting. The Village Clerk will reach out again to Lyon Mountain for an update.

Mayor Scholl discussed a **Vacation Planner** for the staff. Each supervisor received one, but they have not been returned. Per policy, vacation must be requested two weeks in advance. Several supervisors and staff members have been out and we need to ensure that coverage is provided when employees are out for any reason. Tr. Mullady stated that supervisors are responsible for completing vacation planners for the coming year and turning them in to their Board Liaison. Tr. Mullady would like to see vacation planners turned in monthly to the Board for the coming month as well. Mayor Scholl indicated that some supervisors should let the Board know well in advance for scheduling of projects, etc. The Mayor also informed all that performance evaluations will be done by all supervisors in January/February for discussion during the budget review. Vacations should be discussed at that time. Evaluations of all supervisors will be done by the Board Liaisons.

Tr. Jarvis made the motion, seconded by Tr. Mullady, to adjourn to executive session to discuss a particular employee at 7:43 pm. All were in favor, motion carried. Tr. Bennett made the motion, seconded by Tr. Jarvis, to adjourn the executive session at 8:00 pm. Mayor Scholl stated that during executive session, discussion regarding EMS employees resulted in the following items:

- the annual policy review will clarify terms of resigning from a permanent position and resuming a full time position;
- Tr. Jarvis offered **Resolution No. 20-12-02-06** to provide a paper check as the final check for the **EMS Supervisor's resignation**, resulting in vacation pay of 72.59 hours being paid at the permanent rate of \$19.84/hour. This check will not be issued until all property has been received – keys, pager, American Express card. The employee will return to the per diem rate of \$17.34/hour and will not be placed on the schedule until all property has been received. This was seconded by Tr. Leduc. Roll call: Leduc-yes, Mullady-yes, Bennett-yes, Jarvis-yes, Mayor-yes. Resolution carried.
- Tr. Bennett offered **Resolution No. 20-12-02-07** to appoint **Bobbie Jo Provost as Acting EMS Supervisor** with the raise of \$1.00, per policy, to \$17.50/hour, until a permanent appointment can be made. Tr. Jarvis seconded and roll call: Leduc-yes, Mullady-yes, Bennett-yes, Jarvis-yes, Mayor-yes resulted in resolution being carried.
- Tr. Jarvis offered **Resolution No. 20-12-02-08** to appoint **Kody Thomson as Acting EMS Assistant Supervisor** with a raise of \$0.50 until a permanent appointment is made. Tr. Bennett seconded and roll call: Leduc-yes, Mullady-yes, Bennett-yes, Jarvis-yes, Mayor-yes. Resolution carried.

Mayor Scholl asked for a resolution to pay the **bills** as presented on Abstract 007 for \$103,755.10. **Resolution No. 20-12-02-09** was offered by Tr. Jarvis and seconded by Tr. Mullady. Roll call vote: Leduc-yes, Mullady-yes, Bennett-yes, Jarvis-yes, Mayor-yes. Resolution carried.

Tr. Leduc made the motion, seconded by Tr. Mullady, to adjourn at 8:12 pm. All were in favor; motion carried.