

Village of Glen Park
642 Main St.
Glen Park, NY 13601
Board of Trustees meeting
November 3, 2025

Mayor Stephen Macaulay called the monthly meeting to order at 6:00 P.M.

Present: Mayor Stephen Macaulay, Trustee Shane Wisner, Trustee Joan Postorino, Trustee Larry Brown, Trustee Robert Pauly, DPW Supervisor/Fire Chief Ralph Skinner II, Police Officer Dennis O'Brien, and Clerk/Treasurer Renee Kolb. Absent: Zoning Enforcement Officer Derek Weaver.

A motion to accept the October 6, 2025 minutes was made by Trustee Shane Wisner and seconded by Trustee Joan Postorino. All in favor.

Police Officer Dennis O'Brien reported the taser was in service and submitted his monthly report. Officer O'Brien exited the meeting at 6:08 PM.

Fire Chief Ralph Skinner reported the general elections are tomorrow at the fire station and are no longer at the Town of Brownville Fire District fire station in Brownville.

Two zoning permits were presented.

1. Permit #2025-7 for Joseph and Tammy Taylor, 628 Main St, for a handicap ramp. Trustee Larry Brown motioned and Trustee Shane Wisner seconded to grant the permit. All in favor.
2. Permit #2025-8 for George Walters, 697 Main St., for a change in size for sign in front of the garage to advertise Integrity Building and Repair LLC. Trustee Shane Wisner motioned and Trustee Joan Postorino seconded to grant the permit. All in favor.

An email from David Geurtsen, Village Attorney was received dated October 14, 2025 with a letter from National Grid; Re: National Grid Transmission Line Replacement North Watertown and Black River. National Grid is upgrading, modernizing and replacing two existing transmission lines with no new right-of-way's that cross the Black River at the following locations:

1. Between William Gardner's, 200 Main St and Task Force Muleskinner LLC DBA Roadside Warriors, 164 Main; and
2. Between Task Force Muleskinner LLC, 164 Main St. and Suburban Propane, 110 Main St.

These lines cross three zoning districts: industrial, residential and agricultural. Zoning Officer Derek Weaver emailed his response. The letter from National Grid is inquiring whether the transmission line upgrades are subject to village zoning law. The Board determined that the transmission line upgrades do not require review or approval under the zoning law. Both emails and National Grid letter are attached to the minutes.

Mayor Macaulay gave the Board a checklist of what the Board would like in the RV law. The Trustees to give their responses by the December's meeting. The checklist is attached.

DPW Supervisor Ralph Skinner reported the new backhoe will be delivered in the next 2-3 weeks. Board asked about financing. Clerk/Treasurer Renee Kolb will email the timeline for the financing. Also, submitted DPW monthly report and it is attached.

Motion to accept the financial report for October was made by Trustee Larry Brown and seconded by Trustee Shane Wisner. All in favor.

Motion to pay the bills first by Trustee Robert Pauly and second by Trustee Larry Brown that Clerk/Treasurer Renee Kolb was authorized to pay the audited and approved abstracts as follows:

General 5B	\$16,665.95	General 6A	\$11,940.26
Sewer 5B	951.25	Sewer 6A	94.00
Water 5B	10,813.43	Water 6A	12,284.78
Debt Service	10,595.00		

All in favor.

Clerk/Treasurer Renee Kolb requested a motion to collect the REVISED September 1, 2025 utilities warrant. The warrant was revised due to the Board of Trustees at the October 6th meeting rebating a portion of the sewer for Vanessa Hoseltion, 102 Superior St. The amount to be collected would be the following:

\$ 7,686.50 water
 24,547.91 sewer
7,174.80 DANC
 \$39,409.21 Total

A motion made by Trustee Robert Pauly and seconded by Trustee Joan Postorino to accept the revised utility warrant. All in favor. A copy of the warrant is attached.

VILLAGE OF GLEN PARK

RESOLUTION CHANGING VILLAGE ELECTION DAY

RESOLUTION 2025 – 7

RESOLVED that the Village Election shall be held on Wednesday, March 18, 2026 pursuant to NYS election Law § 15-104(1)(b), which states, “In any year in which the third Tuesday of March falls on the seventeenth day of March, the Board of Trustees must adopt a resolution at least sixty days before the village election stating the election will be held on the eighteenth day of March”.

RESOLVED the Village of Glen Park constitutes one election district and the polling place for such district shall be at the Glen Park Fire Station, 630 Main St., Glen Park, NY.

RESOLVED the hours during which the polls shall be open for voting shall be 12:00 noon to 9:00 PM. on Wednesday, March 18, 2026.

RESOLVED the following offices will become vacant at the end of the current official year, March 31, 2026, and are to be filled at the March 18, 2026, election:

(1) Mayor – two-year term

(2) Trustees – two-year term (each)

Mayor Stephen Macaulay – yes

Trustee Shane Wisner – yes

Trustee Joan Postorino – yes

Trustee Larry Brown – yes

Trustee Robert Pauly – yes

Adopted: November 3, 2025

VILLAGE OF GLEN PARK
RESOLUTION OF STREET EXTENSION

RESOLUTION 2025-8

NOVEMBER 3, 2025

WHEREAS, Church St is an existing street located in the Village of Glen Park, open to public usage; and

WHEREAS, the Village of Glen Park has extended the length of Church St as part of its road system; and

WHEREAS, the Village of Glen Park agrees to all maintenance and repair responsibility for this roadway;

THEREFORE, BE IT RESOLVED that the Village of Glen Park Board of Trustees, at their regular meeting held on Monday, November 3, 2025 hereby approves the extension of Church St. into its official road system, being described as follows:

- a) Beginning at 203 Church St. going east to the dead end
- b) With the additional length of 78 feet and width matching the existing street of 20 feet.

A motion to approve Resolution as written by Trustee Shane Wisner and Seconded by Trustee Joan Postorino.

Mayor Stephen Macaulay - yes

Trustee Shane Wisner - yes

Trustee Joan Postorino - yes

Trustee Larry Brown - yes

Trustee Robert Pauly - yes

CERTIFICATION:

I, Renee Kolb, the duly qualified Clerk/Treasurer of the Village of Glen Park, New York, do hereby certify that this resolution was adopted at a regular meeting of the Village of Glen Park Board of Trustees held on November 3, 2025 and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

DATED: November 3, 2025

SEAL:

Renee Kolb
Clerk/Treasurer

A copy will be given to DPW Supervisor Ralph Skinner for filing with NYS Department of Transportation.

Clerk/Treasurer Renee Kolb emailed to General Code the organizational analysis on October 17, 2025. General code will now prepare the manuscript and the editorial and legal analyses.

Trustee Joan Postorino motioned and Trustee Shane Wisner seconded to re-levy the unpaid property taxes from the warrant dated May 5, 2025 to Jefferson County in the amount of \$4,080.27; also, to include interest and penalties of \$408.04 totaling \$4,488.31. The list of unpaid property taxes is attached. All in favor

Clerk/Treasurer Renee Kolb applied for new .gov domain on 10-30-25. The respond was as follows: "New domain requests are paused Oct 1, 2025: Due to a lapse in federal funding, new domain requests will not be processed. You can still manage registered domains."

November 13, 2025 will be the annual training for workplace violence and harassment and discrimination webinars at the Village office starting at 9:00 AM. Reminder all employees are required to have this annual training. The Village of Glen Park recognizes annual training through webinars and place of employment. Submit your certificate to Clerk/Treasurer Renee Kolb for filing.

The Board discussed wages and salary increases for DPW Laborer, DPW Supervisor and Clerk/Treasurer and next year's budget. After a lengthy discussions Trustee Larry Brown motioned Trustee Robert Pauly seconded to increase DPW Laborer Scott O'Riley's hourly rate to \$28.00 starting next pay period. All in favor. The Board tabled the increases for DPW Supervisor and Clerk/Treasurer until next month due to wanting more information from Clerk/Treasurer Renee Kolb of how these increases would affect the budget.

Deadline for items for the December newsletter will be November 14, 2025.

Clerk/Treasurer Renee Kolb asked the Board for clarification when residents pay online late and do not pay the interest and penalties. The dilemma is do we charge the interest and penalties amount of when the original invoice was paid or if the interest and penalties are paid in the next month, do we charge the next percentage? After a discussion the Board decided to charge the interest and penalties on all payments no matter how received the correct amount due at time of payment. For example: If original amount of invoice is paid 10-15-XX for the September invoice the amount of interest and penalty would be 10% of the original invoice. If paid in October; 11% interest and penalties would be the amount due. This policy is stated at the bottom of the all invoices. This is considered a partial payment and the Clerk/treasurer is not authorized to accept partial payments. If the invoice is not paid in full by the disconnect date the water will be terminated until payment in cash is received.

The September Wage Summary was signed by the Trustees and is attached.

Upon no further business Trustee Larry Brown motioned and Trustee Robert Pauly seconded to adjourn at 7:03 PM.

Respectfully Submitted,

Renee Kolb
Clerk/Treasurer, CMFO, RMC

Attachments:

1. Mayor's agenda
2. Police Report – October
3. Attorney David Geurtsen email and National Grid letter
4. Zoning Officer email 11-3-25
5. RV checklist
6. DPW monthly report – October
7. October financial report
8. Abstracts General, Sewer, Water, Debt Service 5B
9. Abstracts General, Sewer, Water 6A
10. Revised Utilities Warrant
11. Unpaid Property taxes
12. October Wage Summary