

Village of Glen Park  
642 Main St.  
Glen Park, NY 13601  
Board of Trustees meeting  
October 6, 2025

Prior to the meeting Mayor Stephen handed out the agenda and letter dated September 19, 2025 from Jefferson County Economic Development (JCED). Subject: Coordination of Renewable Energy Incentive Proposals and Host Community Agreements. The letter is attached.

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, Zoning Enforcement Officer Derek Weaver, and Clerk/Treasurer Renee Kolb. Guest: Vanessa Hoselton, 102 Superior St. Absent: Police Officer Dennis O'Brien.

Vanessa Hoselton, 102 Superior St, spoke with Clerk/Treasurer Renee Kolb on September 22, 2025 about having a water leak when her outside spicket broke and asked the Board of Trustees to "forgive" part of her September invoice. Clerk/Treasurer Renee Kolb referred Ms. Hoselton to the Board and emailed Mayor Stephen Macaulay and Trustee Shane Wisner the same day. The email is attached. Ms. Hoselton paid the invoice on September 29, 2025. The Board discussed and decided to rebate a partial amount of the sewer portion of the September invoice. Trustee Shane Wisner motioned and Trustee Joan Postorino seconded to rebate the overage of the average of the past six quarters of sewer in the amount of \$46.42. A copy of the calculations is included with the email. All in favor.

Vanessa Hoselton exited the meeting at 6:04 PM.

Police Officer Dennis O'Brien submitted his September report and it is attached to the minutes.

Fire Chief Ralph Skinner had nothing to report.

Zoning Enforcement Officer (ZEO) Derek Weaver reported on the following:

1. As requested from September's meeting, ZEO Weaver submitted the Village of Cape Vincent's RV law as a starting point to write our own RV law. A copy is attached. A discussion was had and Mayor Stephen Macaulay will draft a law for the Board to review at the November meeting.
2. Officer Weaver spoke with someone at Joseph & Tammy Taylor, 628 Main St., about needing to submit a zoning permit for the handicap ramp that was being built.
3. Kevin Greenfield would like to advertised his construction company by replacing and expanding the G&J Auto Sales sign owned by George Walters at the 697 Main St. location. Mr. Greenfield was supposed submit a zoning permit, but one has not been received as of the meeting.

DPW Supervisor Ralph Skinner had nothing to report. Attached is his monthly report.

Trustee Joan Postorino asked the Board if the Brownville/Glen Park Library could have announcements on the new electronic sign. The Board agreed anything associated with or within the village may use the sign.

Motion to accept the September financial report as submitted by Clerk/Treasurer Renee Kolb was made by Trustee Robert Pauly and seconded by Trustee Joan Postorino. All in favor. Attached.

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

General 4B	\$18,950.37	General 5A	\$18,187.28
Sewer 4B	890.63	Sewer 5A	911.72
Water 4B	234.52	Water 5A	4,231.37
Debt Service 4B	30,666.00		

Motion to change the 9-1-25 Utilities Warrant showing the reduced sewer for Vanessa Hoselton's invoice was made by first Trustee Larry Brown and seconded by Trustee Joan Postorino. Clerk/Treasurer Renee Kolb will submit a revised copy at the November meeting.

NYS is mandating all municipalities with a population exceeding 1,500 to maintain an official .gov website and post specific information such as hours of operations, public hearings, annual financial report etc. with a deadline of December 21, 2025. The mandate was amended and states, "municipalities with a population less than one thousand five hundred (1,500) persons shall comply with the provisions of this section to the extent practicable." (Committee on Open Government Memorandum January 6, 2025 Updated March 3, 2025). North Shore Solutions charges approximately \$500.00 to make the necessary changes after the Village receives permission for a .gov domain. Trustee Joan Postorino motioned and Trustee Larry Brown seconded to apply for a .gov domain website. (website to start - get.gov per NYSOSC email 8-7-25 for free online application)

NOTICE IS HEREBY GIVEN pursuant to General Municipal Law that the Board of Trustees of the Village of Glen Park, County of Jefferson, and State of New York at a regular meeting held on the 4<sup>th</sup> day of August, 2025, approved the following Resolution 2025-3 subject to permissive referendum. An abstract of which follows:

RESOLUTION 2025-3

RESOLVED, that the Village of Glen Park agreed to purchase a 2025 New Holland B95D backhoe from Tracey Road, 6803 Manlius Center Rd, East Syracuse, NY 13057 for one-hundred forty-one thousand, nine-hundred eight-four dollars and fifty cents (\$141,984.50); this expenditure to be spent from the DPW Special Reserve fund and

RESOLVED, being subject to permissive referendum, if referendum is not called for, the Resolution will take effect thirty (30) days from this Notice dated August 8, 2025.

Adopted on October 6, 2025

By: Mayor Stephen Macaulay  
Trustee Shane Wisner  
Trustee Joan Postorino  
Trustee Larry Brown  
Trustee Robert Pauly

RESOLUTION 2025-4

RESOLVED, The Village of Glen is establishing the Cybersecurity Breach Notification Policy to establish standards and practices for the notification of its citizens in the event of compromise in the safeguarding of private information. The policy is attached.

Adopted on October 6, 2025

By: Mayor Stephen Macaulay  
Trustee Shane Wisner  
Trustee Joan Postorino  
Trustee Larry Brown  
Trustee Robert Pauly

The Village of Glen Park is amending the Investment Policy to include Municipal Investors Service Corporation (NYCLASS) and update language. Trustee Joan Postorino motioned and Trustee Robert Pauly seconded to approve the update to the Investment Policy. All in favor. The policy is attached to the minutes.

Clerk/Treasurer Renee Kolb thanked the Board for allowing to attend NYCOM's Fall School. Also, handed out a summary of information learned. Attached.

A discussion about the DPW Laborer's retirement and what the new hire starting wage would be. Clerk/Treasurer Renee Kolb was directed to look into the budget to see if the current budgeted wage could be increased for current and future laborer.

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 6:51 PM.

Respectfully Submitted,

Renee Kolb  
Clerk/Treasurer, CMFO, RMC

Attachments:

1. Mayor's agenda
2. Guest sign in sheet
3. JCED letter dated September 19, 2025
4. Vanessa Hoselton email dated Sept. 22, 2025
5. September police report
6. Village of Cape Vincent RV law
7. September DPW monthly Report
8. September 2025 Financial Report
9. Abstracts General, Sewer, Water, Debt Service 4B and General, Sewer, Water 5A
10. Cybersecurity Breach Notification Policy
11. Investment Policy
12. Learned at Fall School
13. September Wage Summary