

**ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF BALLSTON SPA, NY, held  
January 12,2026**

Present: Mayor Rossi, Trustee Price-Bush, Trustee Dunkelbarger, Trustee VanDeinse-Perez, Trustee DuBuque, Attorney Buettner, Village Clerk Little, Village Administrator Moskowitz.

**1) Call to Order**

**2) Pledge to the Flag- led by Peter Martin**

**3) Minutes**

**a) Motion made by Trustee DuBuque, seconded by Trustee Price-Bush that the minutes of the 12/8/25 Meeting be approved.**

**b) Motion made by Trustee VanDeinse-Perez, seconded by Trustee Price-Bush that the minutes of the 12/15/25 Special Meeting be approved.**

**c) Motion made by Trustee Dunkelbarger, seconded by Trustee VanDeinse-Perez that the minutes of the 1/1/26 Organizational & Special Meeting be approved as revised to include Liaison assignments.**

**4) Presentations (None Scheduled Currently)**

**5) Public Comment on Agenda Items Only (3 Minutes per Speaker)**

Mayor Rossi notes walk ons will include:

DPW need for 2 sets of Plow blades that will cost from T&T sales \$1,078.00.

Alpine Software for Ballston Spa Fire Dept. that meet state mandates for the cost of \$7,489.00. Both of these can be discussed in Public Comment.

Marilyn Stephenson 45 West High St: 7h) proposed change to village law to extend time to the board for review Zoning code draft, can the trustees explain why they need extra time?

Liz Kormos 89 Hyde: Ditto to what Marilyn said and 12a) proposed local law- doesn't think there is a need to change the law. On the abstract, pg 13 an item for \$30,695.00 (Dival for Fire Equip- Coats and Pants) no reports in past that show this was out to bid?

Ellie Dillon 116 Malta Ave: Ditto what Liz said and urging about considering village residents, having vested interest in this.

**6) Consent Agenda Items for Consideration**

**a) Motion made by Trustee VanDeinse-Perez, seconded by Trustee Price-Bush, approving the following items:**

**i) Motion declaring the Ballston Spa Public Library's legacy microfilm machine as surplus.**

**ii) Motion approving the purchase by the Ballston Spa Fire Department (EML) of two (2) Motorola APX 4500 radios, for the total price of \$6,400.00;**

**iii) Motion approving the purchase by the Department of Public Works of an OW Investors VEROflow-1 Utility Service Analyzer for Residential Water Meters for \$2,231.50 (no comparable device was located, and this device was recommended by Laberge Engineering).**

**ALL AYES**

**7) Motions/Resolutions for Consideration/Vote**

**a) Motion made by Trustee Dunkelbarger, seconded by Trustee Price-Bush approving the following event applied for by the Saratoga County Agricultural Society: the Saratoga County Fair from July 21-26, 2026 (from 10am until 11pm daily), at the Saratoga County Fairgrounds. Proof of insurance has been provided.**

**ALL AYES**

b) Motion made by Trustee Price-Bush, seconded by Trustee Dunkelbarger approving the following event applied for by the Saratoga County Agricultural Society: Truck & Tractor Pull / Vendor Fair on Saturday, October 10, 2026 (Rain Date: Sunday, October 11, 2026) from 9am until 8pm, at the Saratoga County Fairgrounds. Proof of insurance has been provided.

Trustee VanDeinse-Perez- No                      Trustee Price-Bush- Yes                      Trustee DuBuque- Yes  
Trustee Dunkelbarger- Yes                      Mayor Rossi- not needed for tie breaker

Motion Passes

c) Motion made by Trustee VanDeinse-Perez, seconded by Trustee Price-Bush approving the resignation of the following members from Union Fire Company No. 2 and removing their names from the rolls: Colin Weissman and Julius Miller.

All Ayes

d) Motion made by Trustee VanDeinse-Perez, seconded by Trustee Dunkelbarger approving the membership of Christopher T. Freemantle and addition of his name to the rolls of Eagle-Matt Lee Fire Company No. 1.

All Ayes

e) Motion made by Trustee DuBuque, seconded by Trustee VanDeinse-Perez approving the hiring of Part-Time Police Officer John Digman to the Ballston Spa Police Department, pending a Police background check.

All Ayes

f) Motion made by Trustee VanDeinse-Perez, seconded by Trustee Dunkelbarger approving the hiring of Part-Time Police Officer Caitlin Whalen to the Ballston Spa Police Department, pending a Police background check.

All Ayes

g) Motion made by Trustee VanDeinse-Perez, seconded by Trustee DuBuque conditionally accepting the bid of Trinity Construction for the improvements to the Milton Water District #3 Pump House for price of \$339,763.00, conditioned on the approval and execution by the Town of Milton of the Intermunicipal Agreement with the Village of Ballston Spa related to Milton Water District #3, and authorizing the Mayor, after conditions are met, to execute agreements/documents related to bid acceptance after review by the Village Attorney. Discussion: Mayor Rossi notes referenced in 1/1/26 meeting to get done before bid expires.

All Ayes

h) Motion made by Trustee VanDeinse-Perez, seconded by Trustee DuBuque to extend the time set forth in Section 205-74 of the Village Code to 65 days from December 15, 2025 (date of notification to those boards) to allow the Planning Board to provide a written advisory report to the Village Board regarding the Draft Zoning Code. Discussion: Attorney Buettner responds to public comment on this, there is nothing illegal by doing this, you are waiving and extending the time frame. Trustee VanDeinse-Perez mentions it is only due to timing.

All Ayes

i) Motion made by Trustee VanDeinse-Perez, seconded by Trustee Dunkelbarger approving the attached legal retainer agreement for 2026 between Bartlett, Pontiff, Stewart & Rhodes, P.C., and the Village of Ballston Spa, and authorizing the Mayor to execute the Agreement.

All Ayes

j) Motion made by Trustee VanDeinse-Perez, seconded by Trustee DuBuque approving the audit agreement between Teal, Becker & Chiamonte, CPAs, P.C. and the Village of Ballston Spa for audit services, including a single audit for USDA Loan purposes, and authorizing the Mayor to execute the Agreement. Discussion: Mayor Rossi mentions this is adding a \$5000 single audit cost to get the loan closed.

k) Motion made by Trustee VanDeinse-Perez, seconded by Trustee Dunkelbarger approving the purchase from T&T sales of 2 sets of plow blades for DPW Snowplows totaling \$1078.00.

All Ayes

l) Motion made by Trustee VanDeinse-Perez, seconded by Trustee DuBuque approving the purchase software for our Fire Departments from Alpine Software totaling \$7,489.00

All Ayes

#### 8) Mayor's Announcements

Kelley Park Pavillion: Mayor Rossi spoke to Chief Bush and DPW Supervisor Scott Kerns to discuss ideas for closing the Kelley Park pavilion during the winter months to deter those trying to use it as a

shelter. They would like to close it off, after winterizing but still allow visibility to keep folks out of the area due to safety. Trustee VanDeinse-Perez mentions our PD has been trying to help the individual who has been using it, she agrees due to concerns, safety and people's reluctance to seek alternate solutions. Trustee DuBuque agrees, stay compassionate and this may possibly be a solution. Mayor Rossi mentions he agrees and wants to get them help. Chief Bush and his Police officers have been doing what they can to help and with Scott Kerns help to fence it and put proper signage in place. Trustee VanDeinse- Perez asked about Saratoga County having services or resources that could help? Can we find some sort of outreach that can be helpful. Mayor Rossi says we can look into it and get suggestions.

DPW Garage Report: Friday they received the report from engineers. Both Scott and the Mayor and Trustee Dunkelbarger were less than in awe with the report. The estimate was 9,750 sq ft for \$4 million, 13,000 sq ft would be \$8 million? Mayor feels going up 50% in size should not increase the price that much. The Mayor and Scott would like to think outside the box to find a better option to utilize the village tax dollars. He will wait to see what Don Rhodes can come up with and revisit.

Staffing: working on posting for open position for Deputy Treasurer/Deputy Clerk to get more assistance in the office.

Karla: Thank you for coming in Friday to answer questions by village office staff and go over legal stuff with Rebecca as well as water, planning and zoning questions with Kathy. Maybe make this a more regular thing and include the trustees as well and make it more educational for all the new staff.

#### 9) Treasurer's Report -See attachment

#### 10) Liaison Reports

Trustee VanDeinse-Perez- Business association had a ribbon cutting at Dead Wood on Front St. Chocolate festival will be held on Feb 6<sup>th</sup> from 5-9pm, Revitalize Ballston Spa committee will hold their next meeting in the Village office January 27<sup>th</sup> at 7pm.

Trustee Price-Bush Story time is back at the Library Thursdays 10-11am, opening sign-ups AARP tax help soon, Fiber Arts Meet up Saturday January 17<sup>th</sup> 1-2pm and January 24 1130am-1230pm will be Paws to Read. Ballston Area Seniors have a new President- Earl Eaton, Jr, 2026 trips coming up are Lake George Lunch Cruise, Lobster Pot Dinner and Howes Cavern- Never to late to join!

Trustee Charlene DuBuque: Historic District Commission meeting is tomorrow night (1/13) at 7 pm at 90 East High St, COA has an event at Brookside, Winter Concert series on 1/17 at 3pm, free event. Park and Tree -Trustee DuBuque read a park and tree statement.

Trustee Dunkelbarger: Did not get a chance to meet with the Planning or Zoning Boards yet but will be at their next meetings. DPW- he took an extensive tour of the Water district and DPW facilities. Their recent activities included responding to multiple storms including plowing and salting, pipe break, finished taking down Christmas decorations and the tree, completing commercial meter readings, activating the new water tower communications between towers and continue to do their other tasks like water testing, meter reads, doing work inside their garage and fixing broken salter. He also spoke to them about staffing and possible needs in the near future. Mayor Rossi mentions that is why they were reviewing salary structure to make it more attractive. In addition to this the Village is looking at updating our internet and phone system with Slic network and in Water district 3 plans costs savings with updating to our water pump system to save on electricity.

#### 11) Old Business - none

#### 12) New Business

a) Proposed Local Law No. 1 of 2026 re: Residency Requirement for Planning Board & Zoning Board of Appeals – Attorney Buettner made a statement going over why this is being proposed. Attorney Buettner drafted a law to limit and expand the current law. The new draft will include the Planning and Zoning Board and allow them to move forward and be included.

Trustee DuBuque said it seemed straight forward.

Trustee VanDeinse-Perez said there has been a lot of discussion on this and concerns from folks about losing the experience of those on the Board that are there now. This is a compromise.

Trustee Dunkelbarger- Supports the update and would hate to lose the experienced members.

Trustee Price-Bush- thinks Karla did a great job including and it covers all the bases.

Mayor Rossi- Motion made by Trustee VanDeinse-Perez, seconded by Trustee Dunkelbarger to hold a public hearing at 7:01pm January 2026 of the proposed Local Law 1 Residency Requirement for Appointed Officials during our normal Board meeting.

Mayor Rossi allowed public comment for 90 seconds regarding this proposal since it was just brought up:

Liz Kormos- glad you reduced it down to bordering towns but thinks there should be a stipulation that Village residents are considered first.

Marilyn Stephenson- disappointed this came up on agenda without the public seeing any proposal first. Doesn't see a reason for non-village residents appointed over village residents that have expertise.

Mayor Rossi states the proposed law will be posted for public viewing as early as tomorrow per Attorney Buettner, it can be posted on the website.

All Ayes

**13) Public Comment on Any Issue (3 Minutes)**

Marilyn Stephenson- Village code change clarification- will the Planning board discuss this at their Feb 11<sup>th</sup> meeting? Wonders about roles of Zoning Board of Appeals if their discussion of code will be made public since they will not have a meeting this month? Mentioned public meetings for other committees are not posted on the Website. Village Admin (Jenn) addressed this item- stating she had not heard from 2 of them and Historic Commission did not give her a location so she was unable to post it by today's meeting. Trustee VanDeinse-Perez also said she will get the BOA info to Jenn. Jenn is currently correcting errors with the Village Website Calendar, Trustee DuBuque mentions some are new to their positions and they are learning as they go and will get this information to the public. Liz Kormos 89 Hyde- Ethics Board only has 1 member, when will the Board of Trustees fill the openings? Short term rentals- stated there is no reason the Village cannot move ahead and draft a short-term law now, read Amendment law quote. Mayor Rossi responded the county will be the taxing source on this and they will set up the registry, so we are waiting to see how that works first. Mayor Rossi replied in regard to the Ethics Board he and Karla discussed this on Friday, and she will review the code and term language and possibly revising so those who are appointed will know what term they are in and not everyone falls off at the same time. Mayor Rossi also encouraged the Board of Trustees to submit their thoughts in case they review it and see anything that may stand out as needing to be addressed or revised.

Gina Marrozzi 10 Old Glory Lane- Sleigh riding, still determining the date, Mr. Peck has offered to move snow for them again this year. They are looking for it to take place end of February.

**14) Other Business (Including, but Not Limited to Board Response to Public Comment)**

Trustee VanDeinse-Perez updates about translation services- still need to get 3 BIDs we only have 2 so far.

**15) Executive Session -Not needed**

**16) Voucher Audit and Adjournment:**

Motion made by Trustee DuBuque, seconded by Trustee Price-Bush, that the Vouchers be audited, and the meeting adjourned at 8:03pm.

General Fund \$ 356,930.49  
Sewer Relevy 206.69  
Capital Projects 79,167.70  
Library Fund 8,689.34  
Trust & Agency 1,041.11  
Total \$ 446,035.33

Respectfully Submitted,

Rebecca Little

Village Clerk

