

ANNUAL ORGANIZATIONAL MEETING OF  
THE VILLAGE OF PORT HENRY BOARD OF TRUSTEES

LOCATION: MUNICIPAL BUILDING, 4303 MAIN STREET  
PORT HENRY, NY 12974

DATE: APRIL 4, 2011

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough, Rich and Viestenz, Clerk Daly, Treasurer Jurkiewicz, Deputy Superintendent of Water and Streets; John Tromblee and Chief Water and Wastewater Plant Operator; Carl (Chip) Perry.

ATTENDANCE: Jackie Viestenz, Kelly King, Sandra Lovell, and Walt and Geraldine Mimas.

The following documents were distributed to the Board prior to the meeting: The Village of Port Henry Procurement Policy, the Internal Controls Policy, the Employee Policy, the Workplace Violence Prevention Plan and the April 4, 2011 Annual Organizational Meeting Agenda.

Mayor Guerin called the meeting to order at 7:03 pm, followed by the salute to the flag.

The following Oaths of Office were filed on this date as a result of the March 15, 2011 Village Elections:

Mayor Guerin was sworn in as Village Mayor for a second two year term to expire on April 8, 2013.

Matthew Brassard was sworn in as a Village Trustee for a two year term to expire on April 8, 2013.

Staley Rich was sworn in as a Village Trustee for a two year term to expire on April 8, 2013.

Mayor Guerin made the following appointments on this date:

Trustee Ruth McDonough, as Deputy Mayor. Trustee McDonough accepted the appointment and indicated that it is both an honor and a privilege to serve in this appointed position.

Denise Daly, as the Village Clerk, for a two year term, to expire on April 8, 2013.

Janelle Jurkiewicz, as the Village Treasurer, for a two year term to expire on April 8, 2013.

Denise Daly, as the Registrar of Vital Statistics and Janelle Jurkiewicz, as the Deputy Registrar of Vital Statistics.

William Ball, as the temporary Code Enforcement Officer, at a rate of \$15.00 per hour until the position is filled by a permanent appointment.

Tina Soloski and the Miller, Mannix, Schachner and Hafner Law firm will serve as Village attorneys, as needed, on a per diem basis.

Christopher Wolfe, will serve as the Health Officer for the Village of Port Henry, with Dr. Richard McKeever as a back up.

Trustee Ruth McDonough, will serve as the Village Safety Officer.

Joan Daby, will serve as the Village Historian.

Art Brassard will serve as the Bingo Inspector at a rate of \$3.00 per game.

Mayor Guerin appointed the following Board members as liaisons, to the committee's listed below for one year:

Trustee McDonough – Champ RV Park/Campground  
Trustee Viestenz – Administration and Finances  
Trustee Rich – Proposed Zoning Laws/Regulations  
Trustee Brassard – Fire Department

**Other Annual Business:**

Board meetings will be held the second Monday of each month.

The Times of Ti is designated as the official newspaper of the Village of Port Henry.

The Mayor will counter sign checks along with the Treasurer; and be it resolved by the Board, that the Deputy Mayor is hereby authorized to sign checks in the absence of either the Mayor or Treasurer.

The office of Mayor and Superintendent of Public Works was combined by a Board resolution dated February 22, 1966.

Village employees hired before July of 1976 are covered by a non- contributory plan with the NYS Employee's Retirement System. Personnel hired after July of 1976 are required to contribute 3% of their gross earnings, under the plan.

The salary of the Mayor is \$8,000 per fiscal year, payable in four quarterly installments from the general fund. Each of the four Trustees will receive \$3,000 per fiscal year, also payable in four quarterly installments from the general fund.

Lifeguards will be paid at a rate of \$10.00 an hour for the 2010 season.

**The following resolutions are adopted by the Board annually:**

The Board reviewed the current Procurement Policy: Trustee McDonough made a motion, seconded by Trustee Brassard, to continue to abide by the current policy. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

The Board reviewed the current Internal Control Policy: A motion was made by Trustee Rich, seconded by Trustee McDonough to continue to abide by the current policy. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

The Board reviewed the current Employee/Personnel Policy: A motion was made by Trustee Brassard, seconded by Trustee Rich, to continue to abide by the current policy. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

The Board reviewed the Workplace Violence Prevention Policy: A motion was made by Trustee McDonough, seconded by Trustee Viestenz, to continue to abide by the current policy. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

The Board of Trustees authorized claims for public utility services, health insurance, postage and freight; including express charges, to be paid in advance of the regular monthly audit, on the last Monday of each month, by motion from Trustee Brassard, seconded by Trustee Viestenz. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

The Board determined that the mileage reimbursement rate for the Village shall be \$.505 per mile by motion from Trustee Rich, seconded by Trustee McDonough. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

The Board of Trustees authorized officers and employees of the Village to attend training schools as needed and budgeted for by motion from Trustee Brassard, seconded by Trustee Viestenz. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

The Board of Trustees designated Glens Falls National Bank as the official financial institution for the Village by motion from Trustee McDonough, seconded by Trustee Rich. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

A motion was made by Trustee McDonough, seconded by Mayor Guerin, to adjourn the Annual Organizational Meeting at 7:15 pm., at which time the Board will immediately enter into a Special Meeting/Budget Workshop. Yes: Trustees Brassard, McDonough, Rich and Viestenz. No, none. The motion carried.

## ORGANIZATIONAL MEETING ADJOURNED

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Village Clerk

## SPECIAL MEETING/BUDGET WORKSHOP

Those that were present and in attendance for the Annual Organizational Meeting remained for the Special Meeting/Budget Workshop.

A copy of the tentative budget for the fiscal year June 1, 2011 through May 31, 2012 is on file in the Village Clerk's office and will remain open for public inspection during regular office hours. The copy on file will be revised as changes are made.

Treasurer Jurkiewicz began with review of the General Fund. The Board discussed the Code Enforcement Officer position. There is \$6,000 in the proposed budget for the salary and \$1,000 for a new computer. To date, there is \$2,500 left in the current year's budget for April and May of 2011. Mayor Guerin suggested taking out the \$1,000 for the computer in the proposed budget and the Board agreed. Mayor Guerin also suggested purchasing the computer this fiscal year due to the fact that there is still \$2,500 in the current budget and it is not anticipated that it will all be used in the next two months and the Board unanimously agreed. Trustee McDonough suggested advertising the Code Enforcement Officer position and the Board agreed to do so.

The Sewer Fund was reviewed next. AES has suggested budgeting an extra \$15,000 for Manhole 13; The Treasurer informed the Board that there is still \$20,000 in the capital account as the Village borrowed \$65,000 and has only spent \$45,000 to date. The Board unanimously agreed to leave the Sewer Fund as is.

Trustee Brassard asked if the Port Henry signs were left in the budget. Treasurer Jurkiewicz indicated that the signs were removed from the budget during the last workshop, as well as the overhead door for the fire house. The overhead door will be purchased this fiscal year instead.

The Treasurer forwarded the Joint Activity proposed budget to Supervisor Scozzafava and reported that he has signed off on it. \$27,000 was pulled out of the fund balance so the Joint Activity for both the Town and Village will be flat, with no increase, therefore there will be no raise in the sewer rates.

The fund balance estimates for year end were reviewed as percentages. As of May 2010, less was spent than originally anticipated due to the mild winter, less salt was used and there was a decrease in snow removal costs therefore, it is only right to give it back.

The Treasurer indicated that the Board agreed to pull \$65,000 from the unexpended fund balance at last week's budget meeting. If there are no changes to be made then the total tax levy will be \$26.00 less for the next fiscal year. The assessed property value is going down this year therefore, the property tax value will rise .03 cents per thousand.

Treasurer Jurkiewicz indicated that she is very reluctant to drop the general or sewer funds below the current proposed budgets rates. The sewer fund will remain even, nothing in or out. There is a cash flow concern regarding the water fund. The Village can borrow money from the general fund to support the water fund, if need be, as long as it is paid back.

Treasurer Jurkiewicz asked if the Board had any questions, wished to review anything further, or would like to make any changes. The Board did not have any questions and no changes were made. Once the public hearing is advertised, no further changes can be made to the proposed budget. The Board scheduled the public hearing to adopt the tentative budget for Tuesday April 12, 2011 at 7:00 pm with a back up date for Friday April 15, 2011 depending on advertising availability.

A motion was made by Trustee McDonough, seconded by Trustee Brassard to adjourn the public hearing at 7:43 pm. Yes; Trustees Brassard, McDonough and Viestenz. No; none. All in favor, motion carried.

SPECIAL MEETING ADJOURNED

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Village Clerk