

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

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

DATE: APRIL 2, 2012

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon, Clerk Daly, Treasurer Jurkiewicz, Chief Water and Wastewater Operator; Chip Perry and Fire Chief; Jim Hughes.

ATTENDANCE: John and Jackie Viestenz.

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 2, 2011 Annual Organizational Meeting Agenda.

Copies of the Annual Organizational Meeting Agenda were made available to the public as well.

Mayor Guerin called the meeting to order at 7:00 pm, followed by the salute to the flag and thanked everyone for attending.

The following Oaths of Office were filed on this date as a result of the March 20, 2012 Village Elections:

Mayor Guerin swore in Ruth McDonough, as a Village Trustee, for a two year term to expire on April 7, 2014.

Mayor Guerin swore in John Sheldon, as a Village Trustee, for a two year term to expire on April 7, 2014.

Mayor Guerin made the following appointments on this date:

John Sheldon, as the Deputy Mayor, through April 1, 2013.

Denise Daly, as the Registrar of Vital Statistics, through April 1, 2013.

Janelle Jurkiewicz, as the Deputy Registrar of Vital Statistics, through April 1, 2013.

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

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

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

Trustee Ruth McDonough, as the Village Safety Officer.

Betty LaMoria, as the Village Historian.

Art Brassard, 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 and/or departments listed below for one year:

Trustee Brassard – Fire Department, Water and Champ RV Park/Campground
Trustee McDonough – Administration and Finance
Trustee Rich – Zoning Laws/Regulations
Trustee Sheldon – Champ RV Park/Campground and DPW

Other Annual Business:

Board meetings will be held the second Monday of each month at 7:00 pm at the Village Hall, unless otherwise indicated.

The Press Republican and Times of Ti are designated as the official newspapers of the Village of Port Henry.

The Mayor will countersign 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 the 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 2012 season.

The following resolutions are adopted annually:

The Board reviewed the current Procurement Policy: A motion was made by Trustee McDonough, seconded by Trustee Rich, to continue to abide by the current policy. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. Motion carried.

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

The Board reviewed the current Employee Policy: A motion was made by Trustee Rich, seconded by Trustee McDonough, to continue to abide by the current policy. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. Motion carried.

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

The Board of Trustees authorized claims for public utility services, health insurance, postage, 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 Rich. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. Motion carried.

The mileage reimbursement rate for the Village shall was designated as \$.505 per mile by motion from Trustee Rich, seconded by Trustee Sheldon. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. Motion carried.

The Board of Trustees authorized officers and employees to attend training schools as needed and budgeted for by motion from Trustee Brassard, seconded by Trustee Rich. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. Motion carried.

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

Other Business: Trustee McDonough offered a “Resolution of Appreciation” to John Viestenz for his dedicated service and contributions to the Village of Port Henry during his recent two year term as a Village Trustee. The motion was seconded by Trustee Rich. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. All in favor, the motion carried and the resolution was duly adopted by a vote of five to zero on this 2nd day of April, 2012.

The Board discussed the Campground Manager’s position; the deadline to submit applications for the position for the 2012 season was March 30, 2012 and four applications were received by this date. Trustees McDonough and Sheldon will set up interviews with the four applicants in the immediate future.

The Board discussed the lifeguard positions; the deadline to receive applications for the two positions was March 30, 2012 and two applications were received by this date. The two applicants worked for the Village in this capacity last season, one for the past two seasons, therefore the Board unanimously decided to hire both applicants again for the 2012 season. Trustee Sheldon will contact the two applicants in the immediate future to discuss the terms and offer the position to both applicants. The Board agreed that it may be necessary to advertise for an alternate lifeguard fill in, on an as needed basis.

A discussion was held regarding the “Lakefront” list for the 2012 camping season and the Board decided to continue to abide by past protocol regarding this matter.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to adjourn the Annual Organizational Meeting at 7:33 pm. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

ADJOURNED

Village Clerk