

REGULAR MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: DECEMBER 10, 2012

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon, Clerk Daly, Treasurer Davenport, Deputy Superintendent of Water and Streets; John Tromblee, Chief Water and Wastewater Plant Operator; Chip Perry, Port Henry Fire Department Chief; Jim Hughes.

ATTENDANCE: Terri Manley, Walt Mimas, Geraldine Mimas, Janet Hansen, Pat Tom, Janelle Jurkiewicz, Ann Tesar, John Viestenz, Jackie Viestenz and Sandra Lovell.

The following documents were distributed to the Board for review prior to the meeting: The December 11, 2012 Meeting Agenda, the November 13, 2012 Board Minutes, the November 2012 Treasurer's Report, PERMA Claims Experience Member Reports and the Campground Profit Report. A list of other documents distributed to the Board for review prior to the meeting are listed in the December 10, 2012 Board meeting file in the office of the Village Clerk. The December 10, 2012 Meeting Agenda was also made available to the public in attendance.

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

DEPARTMENT HEAD REPORTS

Chip Perry read the monthly Water/Wastewater Plant Report aloud as follows:

Water Treatment Plant

- ⌚ Filtration Plant is running well.
- ⌚ The filter plant is treating approximately 25,000 gallons less of water per day, since the Bulwagga water break has been repaired.
- ⌚ No complaints to report.

Wastewater Treatment Plant

- ⌚ No equipment failures to report.
- ⌚ The town of Ticonderoga agreed to accept two payments for the solids mixer; the first for \$3,500.00 in December of 2012 and the second also for \$3,500.00, in June of 2013. The two payments total \$7,000.00 and will be paid from two separate budget years.
- ⌚ Plant is running well

As always, Mr. Perry encouraged all Trustees and the Public to visit both treatment facilities.

The Board determined that there is approximately \$3,500.00 in the current budget for the solids mixer December 2012 payment. Mr. Perry informed the Board that the solids consume 30% to 40% of the budget. A motion was made by Trustee McDonough, seconded by Trustee Brassard, to approve the purchase of the solids mixer from the Town of Ticonderoga for \$7,000.00. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

Chief Hughes read the monthly Chief's Report aloud as follows:

- ⌚ PHFD has responded to sixty-six (66) calls to date for 2012: (4) for January, (5) for February, (4) for March, (5) for April, (9) for May, (7) for June, (6) for July,

(0) for August, (6) for September, (6) for October, (10) for November, and (4) for December.

🕒 2012 PESH Report to Date:

(66) Calls:	1,140.61 Manhours
OSHA Training:	437.50 Manhours
Additional Training/Participation:	1,905.01 Manhours
2012 Total:	<u>3,483.12 Manhours</u>

- 🕒 OSHA Training for November – Chimney Fire Refresher Training completed.
- 🕒 Reminder to the public to change batteries in smoke and carbon monoxide detectors and test on a regular basis.
- 🕒 Firefighters Gary Badore and Schuyler Sheldon successfully completed Firefighter I Training (87 Hours) on 11/23.
- 🕒 Lieutenant Mark McLaughlin and Chief Hughes successfully completed Certified First Responder Course (60+ Hours) on 11/15.
- 🕒 Firefighters Gary Badore, Schuyler Sheldon, 2<sup>nd</sup> Assistant Chief John Waldron and Chief Hughes successfully completed Firefighter Safety & Survival Course (9 Hours each) on 11/24.
- 🕒 PHFD hosted an Emergency Vehicle Operator’s Course (EVOC) (10 Hours) on November 16<sup>th</sup> and 17<sup>th</sup>, 2012. (13) Participants total – (5) Port Henry Firemen completed: Gary Badore, Jr., Captain George Edwards, Chuck McCaughin, Lieutenant Mark McLaughlin, and Schuyler Sheldon.
- 🕒 PHFD provided Fire Police for CP Rail Holiday Train on 11/30.
- 🕒 PHFD participated in Town of Moriah Chamber of Commerce “Midnight Madness” on 12/1.
- 🕒 PHFD provided Fire Police for United States Marine Corps. “Toys for Tots” train.
- 🕒 2012 Assistance to Firefighters Grant Program “on hold” until relief efforts are complete in New York City and New Jersey shore areas as a result of Hurricane Sandy.

John Tromblee presented the Board with a verbal monthly DPW Report as follows:

- 🕒 Approximately 11 yards of sand from the pier has been collected and stockpiled.
- 🕒 The Bulwagga water break has been repaired; a contractor was hired to assist.
- 🕒 Sand was moved from the front of the campground and placed around the playground equipment.
- 🕒 There was a plugged sewer on Spring Street that was opened back up with the sewer jetter.
- 🕒 The dump truck was sent to M. A. Jerry to have a leak in the air break system repaired; the unit is back in service.
- 🕒 The Steiner was sent to Taylor’s to have a leaking front axle seal repaired and should be back by the end of the week.
- 🕒  $\frac{3}{4}$  of the material in the grove has been moved.
- 🕒 A new pump was placed on the diesel tank.
- 🕒 The DPW started the 5:00 am shift today.
- 🕒 The Board will need to look into purchasing a small used asphalt spreader; the current one has no breaks and has been retired.

#### PUBLIC COMMENT PERIOD

Sandra Lovell of the pH7 Committee commented that the lights on the Christmas tree in the traffic circle are delightful and it is wonderful that the Port Henry Fire Department Auxiliary will be utilizing it as a memory tree this holiday season.

Mayor Guerin informed the public that he authorized the Salvation Army to set up in front of the Information Booth.

Pat Tom asked the Board if they have thought of a way to commemorate Dain Venne and the men lost in the Vietnam & Korean wars as well as World War II. Mayor Guerin

indicated that he has spoke with Supervisor Scozzafava about the possibility of raising funds jointly by including community involvement to commemorate the fallen soldiers via a plaque or memorial.

Mayor Guerin indicated that he was informed by a representative from Verizon that there is an existing, signed, thirty year lease for the cell tower. Clerk Daly informed the Mayor that to her knowledge no such valid lease exists, as a cell tower has not been erected by Verizon to date, in the Village.

Mayor Guerin indicated that he spoke with Ian Coryea of Burnham Financial Services with regard to shared health care for the Town and Village. Mr. Coryea advised the Mayor that the Town and Village are two separate entities, thus making it difficult to provide this type of shared service. Trustee McDonough commented further that the Town and Village run on two separate fiscal calendars as well.

Mayor Guerin called for further public comment; there was none.

#### BOARD DISCUSSION/REPORTS

Trustee Brassard reported that Verizon was at the newly proposed cell tower site over the week of Thanksgiving to perform site tests.

Trustee Brassard suggested that the Board send Benjamin Winters a thank you letter for his donation of a Christmas tree from his property, to the Village.

Trustee Sheldon indicated that Dale Rafferty will begin repairs on the Village Hall roof the week after next, when he receives the slate.

Trustee Sheldon informed the Board that the generator installation is complete; the electrical inspection certificate was received today and is on file in the Village Office.

Trustee McDonough indicated that she attended two meetings with Ian Coryea of Burnham Financial Services with regard to health insurance proposals for 2013.

Trustee Rich informed the Board that there are two more people interested in serving on the Village Zoning Commission. They have requested further information on the process and responsibilities. Trustee Rich suggested holding an informational meeting for the public pertaining to such. To date, the Village has received three letters of interest from individuals willing to serve on the Zoning Commission.

**Recurring Old Business:** The Village has received notice from the NYS Department of State, that Local law No. 4 of 2012: Extending the Moratorium on Street level Residential Development in a Portion of the Village of Port Henry, was filed with the State on November 1, 2012 and is in full force and effect.

A notice was received from the State Office of Emergency Management with regard to the time extension submitted for the Port Henry Dam, Project No. 8042. The request has been approved and the deadline to complete repairs has been extended through July 1, 2013.

The Village received payment from the State Office of Emergency Management, in the amount of \$6,754.97 for the Port Henry Dam; Project No. 4020. The Federal share is \$5,066.23 and the State share is \$1,688.74.

The Village received the Request for Proposal (RFP) from E.J. Prescott with regard to purchasing new digital water meters. The RFP was distributed to the Board on November 27, 2012 for review. The Board determined that a summarized RFP should be issued via a legal notice to solicit bids for this project; it should state that the complete bid package including the specifications and requirements, may be obtained by contacting the Village office. A motion was made by Trustee Rich, seconded by Trustee McDonough, to publish the RFP, with a due date by: the February 2013 Board meeting.

Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

**Old Business:** A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the November 13, 2012 Board Meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

Trustee Brassard followed up on the Office Equipment Grant as discussed last month. It was determined that it is a rebate program through NYSERDA; the Village would need to spend the funds and then submit the paperwork for the rebate. NYSERDA can not guarantee that rebate funds would be available this late in the year if the Village were to proceed at this time and recommended waiting until after the first of the year when there may be fresh funding available. The Board determined that this matter would be reviewed again during budget talks.

The Village received notice from the Town of Moriah that the implementation of the Joint Truck Wash was approved via a resolution at the November 8, 2012 Town Board Meeting. The Town of Moriah also approved the installation of a perimeter drain by the Town Highway Department and Village DPW, at the Sherman Free Library per a separate resolution.

**New Business:** The November 2012 Accounts Receivable, Trial Balance and Water Adjustment Reports were presented to the Board for review.

The 2013 Health Insurance Proposals from Burnham Financial Services were distributed to the Board for review on November 7, 2012 and an employee health insurance information session was held on November 29, 2012. A motion was made by Trustee Brassard, seconded by Trustee McDonough, to offer the Excellus Simply Blue PPO plan to employees for 2013. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

The Board reviewed the Water Adjustment Requests received for the accounts listed below and made decisions on each as follows:

<u>Date Received</u>	<u>Account Name</u>	<u>Account No.</u>	<u>Decision</u>
11/10/12	Paul Reed	325	Denied
11/14/12	Linda Larmore	1	Denied
11/21/12	Eric Hansen	430	Denied
11/28/12	Joseph Manley	204	Approved
12/5/12	Jan Morin	238	Approved
12/7/12	Pat Boutilier	94	Denied
12/10/12	Phil Smith	213	Denied

Janet Hansen expressed her discontent with the Boards decision regarding her Water Adjustment Request for Account No. 430. Ms. Hansen read a letter dated November 20, 2012 that was sent to the Mayor with regard to her current Water/Sewer bill. A lengthy discussion ensued. Ms. Hansen was provided with a copy of Local Law No. 2 of 2011; The Village of Port Henry Water Law. Ms. Hansen agreed to allow Mr. Perry in to her residence to repair the water meter on December 11, 2012. Mayor Guerin informed Ms. Hansen that the Boards decision is final; the current water/sewer bill stands, as is.

The Board approved hourly payment for additional time worked by former Treasurer Jurkiewicz, during the current transition and for end of year assistance as needed by motion from Trustee Rich, seconded by Trustee McDonough. Yes; Mayor Guerin,

Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried. It was noted that former Treasurer Jurkiewicz volunteered to donate her time to the Village however the Board agreed that that while they appreciated the offer, she should be compensated for her time.

Treasurer Davenport requested approval from the Board to move \$2,200.00 from the reserve to cover the College Street repair expenses. A Motion to approve this request was made by Trustee McDonough, seconded by Trustee Brassard. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

## SECOND PUBLIC COMMENT PERIOD

Jackie Viestenz, Director of the Sherman Free Library, informed the Board that a contractor has been contacted with regard to the water drainage project at the library. The library Board will review the contractor's proposal at tomorrow evenings meeting and get back to the Village Board with the recommendations/advice they receive.

Sandra Lovell commented on there being no hand rails in the Village for elderly people to get up on to the sidewalks from the streets.

A motion was made by Trustee Brassard, seconded by Trustee Sheldon to approve the November 26, 2012 and December 10, 2012 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

### Abstract Distributions:

General \$109,821.99  
Water \$36,341.84  
Sewer \$21,176.88  
Joint Activity \$20,072.04

The next regularly scheduled meeting of the Village of Port Henry Board of Trustees will be held on Monday January 14, 2013 at 7:00 pm at the Village Hall.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to adjourn the meeting at 8:27 pm, at which time the Board will enter into Executive Session to discuss personnel matters. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Sheldon. No; none. All in favor, motion carried.

ADJOURNED

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Village Clerk