

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: AUGUST 12, 2013

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough and Rich, Village Clerk; Denise Daly, Village Treasurer; Paula Monette, Deputy Superintendent of Water and Streets; John La Forest, Chief Water and Wastewater Plant Operator; Chip Perry, Port Henry Fire Department Chief; Jim Hughes and Champ RV Park/Campground Manager; JoAnne Baldwin.

ATTENDANCE: Janelle Jurkiewicz, Sandra Lovell, John Viestenz, Jackie Viestenz, Tim Bryant, Jeff Kelly, Tom Trow, Bernadette Trow, Louise Belden, Janet Denney, Linda Smyth and Joan Parah.

The following documents were distributed to the Board for review prior to the meeting: The August 12, 2013 Meeting Agenda, the July 5th and 8, 2013 Board Minutes, the July 2013 Treasurer's Report and 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 August 12, 2013 Board meeting file located in the office of the Village Clerk. The August 12, 2013 Meeting Agenda was also made available to the public in attendance.

Mayor Guerin called the meeting to order at 7:01 pm, followed by the salute to the flag, and thanked everyone for attending

DEPARTMENT HEAD REPORTS

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

Water Treatment Plant

- Filtration plant is running well
- Nothing to report as far as equipment failures/breakdowns
- One public complaints from Harold Bigelow- musty smelling/tasting water
- We will be cleaning the raw water reservoir this month
- What is the Village doing with the drinking water meter RFP's?

Wastewater treatment Plant

- No problems to report
- WWTP is operating well
- The two youth workers did extremely well throughout the program
- A draft copy of the 2014 EFC IUP projects was given to the Mayor

As always, Mr. Perry encourages all Trustees and the public to visit both of your treatment facilities.

A discussion ensued with regard to Requests for Proposals (RFP) for the installation of new water meters. The Board determined that they would use the shorter RFP that was provided and insert additional points from the longer version in to it as deemed necessary. Mr. Perry offered to review the RFP's and help a Board member put one together.

Mr. Perry indicated that the Village scored No. 1 in the 2014 Environmental Facilities Corporation's IUP point program, now we just need to be funded by the State. The Elizabeth Street project is moving forward.

John LaForest presented a verbal DPW monthly report to the Board as follows:

- The faded signs on Henry Street have been replaced
- Speed limit signs were placed on Whitney Street
- A roller for the DPW was purchased
- Blacktop patches will be repaired
- A storm drain was repaired on Brook Street, the rest will follow
- Cleaning of the reservoir was a six day project and was very dirty. Mr. LaForest thanked Chip Perry for his help and Chief Hughes for the use of the fire truck. Mr. LaForest also requested that a thank you letter be sent to Moriah Shock for their assistance.
- Minor sidewalk repairs will be taken care of from The Lee House to Mac's Market
- The DPW will hold off on purchasing a trailer until next spring/budget season

Ann Tesar entered the meeting at 7:11 pm.

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

- PHFD has responded to forty-three (43) calls to date for 2013: (3) for January, (6) for February, (5) for March, (3) for April, (7) for May, (7) for June, (11) for July and (1) for August.

- 2013 PESH Report to Date:

(43) Calls:	477.02	Man-hours
OSHA Training:	131.00	Man-hours
Additional Training/Participation:	840.50	Man-hours
2013 Total:	<u>1,448.52</u>	Man-hours

- OSHA Training – August – Pump Operator / Driver Training
- Participated in joint Vermont and New York Water Rescue Training on July 30th, 2013. Departments / Agencies who participated: Addison, Vergennes, Ferrisburgh, Charlotte, Shelburne, US Coast Guard Burlington (observed), and Port Henry Fire Departments.
- Chief Hughes scheduled to complete OFPC Water Supply Operations Course on August 15th, 2013.
- Annual Pump Testing of Engine 291 and Engine 292 scheduled for Friday, August 26th at 9:30 AM with Randy Preston.
- PHFD Membership has agreed to purchase Milnor 45 lb. Washer Extractor. Request permission for installation at station.

A discussion was held with regard to the fire department purchasing a washer extractor to be used to clean and extend the life of their turn out gear. Chief Hughes indicated that a portion of the \$40,000 donation the department received will be used towards the purchase. Mayor Guerin suggested that Chief Hughes contact him once the washer is received, for hook up purposes.

Chief Hughes addressed the Mayor and Board with his concerns with regard to the use of the fire truck to clean the dam. The pumper could be damaged if rocks are sucked up in to it. Chief Hughes suggested that the Village purchase a mini pumper for the purpose of cleaning the dam or rent a piece of equipment with a pumper on the front of it. Chief Hughes also suggested keeping up with the cleaning of the dam. Mayor Guerin indicated that the two storms set the Village back with respect to that matter and that yes, the Village should look in to purchasing a piece of equipment with a pumper on it for

cleaning the dam and budget for such next year. John LaForest indicated that a tow behind pump with hoses would run approximately \$4,000. Trustee McDonough asked what the dam looked like, as far as damages. Mr. LaForest indicated that he looked at the pictures from four years ago and there is not much more deterioration to date. Chief Hughes asked if there are provisions in place for repairs. Trustee Brassard indicated that an application has been submitted for funding.

Joanna Baldwin gave a verbal monthly report on the campground as follows:

- Sold a record number of trash stickers this month
- Sold 16 wash & dries (laundry)
- Sold two seasonal sites in month of July
- 43 sites were rented for a total of \$4,600.00; Total sales for July were \$9,118.00
- YTD sales including seasonal sites, is \$96,791.00
- Locals and people from boat launch have been taking showers at the campground, no way to monitor who is who, they don't know people from here but wanted to bring it to the Board's attention; policy is unknown regarding this matter.
- Electricity is still a major complaint throughout the campground. There are a lot of lights out, making the campground very dark; it needs to be lit up.
- When a rain storm comes it cause issues with gulley's in the sand throughout the campground
- 2014 Season Site Request forms were distributed to all campers on August 1, 2013 with their electricity bill. To date, 5 have been received and two are currently on the seasonal waiting list for next year.
- The campground manager's position needs to be advertised for next year
- The Port Henry Fire Department Auxiliary has requested a donation for a free weekend of camping
- A cooler was stolen from site #67 after midnight on August 2, 2013 It was reported to managers the next morning and a police report was filed
- Suggested erecting a big bulletin board at campground entrance to post the emergency evacuation routes on
- YTD Pump out list presented to Board; 116 pump outs done to date (minus seasonal sites). First seven on list have only had five pump outs the entire season
- Ms. Baldwin was almost run over upon exiting her camper by a speeder doing at least 20 mph past her camper. Reported to police; CA plates, not much they could do
- A camper attempted to have Ms. Baldwin arrested after she questioned the name of a teenager on a site

A motion was made by Trustee Staley, seconded by Trustee Brassard to approve the donation of a free weekend of camping for the PHFD Auxiliary. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

The Board agreed to have Bill Ball check into the pump out situation of the first seven people on the YTD Pump out list presented by Ms. Baldwin.

Mayor Guerin asked the pH7 Committee is they had anything they wished to comment on. Sandra Lovell indicated that the diner now has a new beautiful sign, thanks to Linda Smyth. The pH7 Committee will oversee the games for the Labor Day festivities. For beautification purposes, Linda Smyth asked who owns the park on the corner of Main Street and Saint Patrick's Place and the pier down on the lake. Ms. Smyth was informed that the park is owned by Mac's Market and the pier is owned by the NYS Canal Corporation; however the Village and Town both maintain and clean the pier. Ms. Smyth complained that that the pier is loaded with garbage, weeds and sand. Mr. LaForest indicated that the pier is cleaned every Monday and Friday. Tim Bryant asked for the sand to be left for now, or swept to end of pier, as it will be needed for the firework display and he will give Mr. LaForest the dimensions.

Ms. Baldwin asked the Board if an AED machine will be purchased for the beach/campground and if the management staff will be trained on it. Mayor Guerin asked Chief Hughes what the approximate cost of one would be. Chief Hughes indicated

that they run anywhere from \$1200 to \$1600. Trustee Brassard suggested the Village apply for a recreation grant for such. Mayor Guerin indicated that the Village will get one for next season.

Tim Bryant, Chamber of Commerce President, addressed the Board with regard to the status of the annual Labor Day Celebration. Mr. Bryant requested a resolution from the Village approving of the Chamber's proposed activities on the pier for Labor Day. A motion was made by Trustee Rich, seconded by Trustee McDonough, to pass said resolution. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor; motion carried, resolution passed.

The Board agreed to check with the Village's insurance carrier with regard to adding the Chamber of Commerce to our policy as a rider for the annual Labor Day fireworks. The Chamber is in the process of obtaining permits for the fireworks' display from the NYS Office of Fire Prevention and Control and the Canal Corporation.

John LaForest informed the Board and Chamber that the barbeque pit that the Chamber requested to use for Labor Day has deteriorated and therefore been disposed of. The Chamber will search for another alternative.

Joanna Baldwin informed the Board that camper Bob Simmons has requested permission to have a live band at his campsite, near bathroom #3, on Friday August 30, 2013 from 7:00 pm to 10:00 pm. The Board determined that this is an annual event for Mr. Simmons and is for campground residents, all of which have been invited via a flyer distributed throughout the campground. This event will not be open to the public.

PUBLIC COMMENT PERIOD

Jeff Kelly informed the Board via a letter the Village was copied on to Glens Falls National Bank that the bank intends to cut down two trees next to each side of the front door of the bank for security purposes. Mr. Kelly and a group of concerned citizens feel that this will take away from the current aesthetics of the building and hopes to change their minds. Trustee Rich suggested that Mr. Kelly craft a letter to the bank from the group, stating their concerns. Mr. Kelly agreed to do so and will copy the Village on the letter.

Tom & Bernadette Trow asked the Board if three trees could be placed in front of the Lee House, at no cost to the Village. Mr. Trow is willing to hammer out any concrete to do so. A discussion ensued regarding this topic and the Board decided that information and research needs to be presented before a decision can be made. The Board would like the trees to be removable, possibly in pots, so the sidewalks and curbs are not disturbed, what type of trees, where they will be stored, etc.

Mayor Guerin indicated he is working on getting electricity to the Information Booth.

Chief Hughes informed the Board that he was recently approached regarding some trees in the cemetery on Whitney Street that are rotted out and will soon fall and possibly impair public safety. Mayor Guerin indicated that he is aware of the matter and that the informant should contact the Town with regard to this matter as the Town owns the cemetery that the trees are located in.

Former Treasurer Janelle Jurkiewicz informed the Board that the Village received \$6,800 from the State/FEMA for dam repairs. An extension was granted for said repairs and the expiration date is fast approaching. If the Village does not do something soon, we will have to write a check for reimbursement of these funds. John LaForest asked if the \$6,800 could be used towards patch repairs on the dam. Ms. Jurkiewicz indicated that the paperwork will need to be pulled and reviewed to determine. If not, Mr. LaForest indicated that the dam is in need of a new house/intake building.

Linda Smyth exited the meeting at 8:15 pm.

John Viestenz indicated that the Town of Moriah Transfer Station is offering a Free Junk Day for the Village on August 30th and 31st. Patrons are limited to two tires per person, bags of garbage must have stickers and no brush will be accepted.

BOARD DISCUSSION/REPORTS

Trustee Rich informed the Board that there is a local Government Conference scheduled for Tuesday October 15, 2013 that she would like to attend. Early registration fees are \$35.00 per person. Mr. Perry indicated that he is attending the conference also.

Mayor Guerin informed the Board that he would like to see Champ Day revived in an effort to attract tourists to our area and that a Champ merchandise could be sold on this day.

Mayor Guerin reiterated how the new signs came about and indicated that he has a lady who is willing to take care of the signs. The Village will need to budget for maintenance of new signs. Joanna Baldwin suggested contacting the local Boy Scouts to see if they have an "Adopt a Sign" program.

A motion was made by Trustee Rich, seconded by Trustee McDonough to pass a resolution authorizing National Grid to install power outlets on eight poles in the Village for the Main Street Christmas lights. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried. The Board decided that a letter should be written to National Grid regarding this request.

The Town of Moriah Police Department has requested an updated Contact List for Village officials and employees.

A discussion was held with regard to security cameras for the campground. Trustee Brassard obtained a quote from Security Concepts in Plattsburgh: three cameras including labor, \$3500. Five cameras including beach house, \$5,000, for a total of approximately \$9,000. Mayor Guerin suggested fixing the lighting issue at the campground first. Trustee Brassard suggested a high end trail camera. Permission was granted by the Board for Trustee Brassard to contact Mr. Malaney, a licensed electrician from Putnam to work on the light issue at the campground.

Mrs. Parah exited the meeting at 8:30 pm. Tim Bryant informed the Board that the Velez Marina is looking into obtaining Wi-Fi services and that the Village may be able to erect a live webcam on the beach house and eventually maybe even the beach as well.

Recurring Old Business: A letter was received from the NYS Office of Emergency Management on August 5, 2013. FEMA has granted the beach appeal in the amount of \$167,009.

The Village of Port Henry Zoning Commission held a meeting on July 30, 2013. The minutes from said meeting have been filed with the Village Clerk and distributed to the Board for review.

The Zoning Commission has scheduled a Public Hearing on Tuesday August 20, 2013 at 7:00 pm at the Village Hall for the public presentation and review of the Commission's "Preliminary Report". The report recommends the initial zoning regulations and boundaries, which will be presented to the Village Board at a later date, yet to be determined. If adopted by the Village Board, these recommendations could lead to the establishment of zoning laws within the Village. Copies of the full report and maps are available at the Village Hall, Sherman Free Library and the website. Public participation at this hearing is encouraged.

The Board scheduled a Special meeting for Monday August 26, 2013 at 7:00 pm at the Village Hall for the purpose of the Zoning Commission to present the Final Report to the Village Board. At this meeting if the Board accepts the Final report then the Zoning Commission's duties will be fulfilled and it will be officially dissolved.

Mayor Guerin thanked the members of the Zoning Commission for all of their hard work and help with this process.

A letter was received on July 16, 2013 from the NYS Division of Human Rights and the Village's attorneys with regard to the discrimination complaint against the Village, filed on January 25, 2013. The case has been dismissed and the file is closed.

A letter was received from the Colonial Surety Company's attorneys advising the Village that the remaining funds in connection with the Port Henry Beach and Campground Restoration Project may be released to A.P. Reale & Sons, Inc.

Old Business: A motion was made by Trustee Rich, seconded by Trustee McDonough, to approve the July 5th and July 8, 2013 Board minutes. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

Mayor Guerin executed the Agreement with AES for the Elizabeth Street Community Development Block Grant Project.

The NYS Department of Health conducted an inspection of the beach on July 12, 2013. Four minor violations were found and have since been corrected. Mayor Guerin indicated that orange floating balls for the swimming area should be ordered soon for next year, as the balls need to be placed in the water every 25 feet and to the shore.

Copies of the completed Port Henry Municipal Beach & Campground Emergency Preparedness Plan were distributed to the Board on August 1, 2013 for final review. A motion was made by Trustee McDonough, seconded by Trustee Brassard, to approve the plan as presented. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried

The recently revised Village of Port Henry Procurement Policy was distributed to the Board and all employees on July 12, 2013. .

New Business: The July 2013 Accounts Receivable, Trial Balance and Water Adjustment Reports were distributed to the Board for review.

The Port Henry Fire Department 2013-2014 List of Elected and Appointed Officers, was distributed to the Mayor and Board on August 12, 2013. A motion was made by Trustee Rich, seconded by Trustee Brassard, to pass a resolution approving the above list. Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonough and Rich.
Nay: None.

By a vote of four to zero, the above listed resolution was duly adopted by the Village of Port Henry Board of Trustees on this 12th day of August, 2013.

A motion was made by Trustee Brassard, seconded by Trustee McDonough to pass a resolution authorizing the borrowing of \$22,545, to purchase a new truck for the Water and Wastewater Departments, as included in the 2013- 2014 fiscal year budget.

Aye: Mayor Guerin, Trustees Brassard, McDonough and Rich.
Nay: None.

By a vote of four to zero, the above listed resolution was duly adopted by the Village of Port Henry Board of Trustees on this 12th day of August, 2013.

A motion was made by Trustee Brassard, seconded by Trustee Rich, to purchase a root cutter for the DPW out of the Sewer Capital Reserve fund. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the payment to Kubricky Construction Company in the amount of \$4,421.73 from the Sewer Capital Reserve fund, for the sewer lateral installed at the Velez Marina. Yes;

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

Copies were distributed the Mayor and Board on July 22, 2013 from the Northeast Bass Association who has requested permission to use the beach on September 6th & 7th, 2013 between the hours of 5:30am and 7:00am for their fishing event. The Board granted approval.

Copies of a letter from Adirondack Community Action Programs, Inc. (ACAP) were distributed to the Board on August 1, 2013. ACAP is requesting permission to sell raffle tickets in the Village and enclosed a Raffle Consent Form from the NYS Racing & Wagering Board for the Village to sign off on. The Board approved the request.

An application for a Hawkers, Peddlers and Solicitors License was received from Jim and Maureen Finguerra to set up a table at Boyea's Lakeside to sell "Accents on Glass. The Board determined that the Finguerra's will need to obtain a letter from John Boyea granting them permission to sell their products from his parking lot, then a license may be issued.

Jeff Kelly, Louise Belden, Sandra Lovell and Janet Denney exited the meeting at 9:00 pm.

A letter was received from George R. Harrington; District Treasurer for the Moriah Fire District No. 1, who is requesting an increase of \$12,000 for each fire protection district, due to the increases in unfunded mandates, such as workmen's compensation and the required replacement of turn out gear at ten years. The last increase requested was eight years ago. To more fairly distribute the costs of protecting all of the districts, an increase from the present \$18,000 per year to \$30,000 is requested on the Fire Protection contract with the Town. If the Village agrees with the proposal and reasoning, they are requesting that we send a similar letter on behalf of the Village, to the Town. The Board agreed to do so.

Trustee McDonough indicated that the Village Employee Policy needs to be amended with regard to the accumulation of "comp" time.

A discussion ensued with regard to organizations placing sandwich board style signs in front of the traffic circle for fundraising events. The Board requests that all organizations request permission before doing so. Upon approval, signs may be placed in front of the traffic circle in the morning and must be removed each evening. A notice will be sent to the press informing the public of such. The Board granted permission for the Farmer's Market to place their sign at the traffic circle each week.

The annual Labor Day Celebration will be held on Saturday August 31st and Sunday, September 1, 2013. The fireworks display will take place on Saturday at 9:00 pm. The parade will begin at 1:00 pm on Sunday and will follow its normal route down Broad and Main Streets. All other Labor Day festivities will be held at the Port Henry pier and Village beach this year.

A motion was made by Trustee McDonough, seconded by Trustee Brassard, to approve the July 29th and August 8, 2013 bills for payment. Yes; mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

Abstract Distributions

General \$52,883.66
Water \$5,047.86
Sewer \$7,700.29
Joint Activity \$20,932.54
Trust & Agency \$236.25
Capital \$37,021.48

Second Public Comment Period

Former Treasurer Jurkiewicz reminded the Board that the Velez Marina needs to be billed \$1400 for a sewer connection.

Joanna Baldwin informed the Board that the new partition wall is up in the beach house, now separating the bathrooms from the washer and dryer. Locals are invited to participate in the horseshoe tournament Labor Day weekend and are welcome to use them at other times as well. Tim Bryant indicated that he would help spread the word.

John Viestenz informed the Board that the "Free Junk Days" at the Town of Moriah Transfer Station on August 30th and 31, 2013 does not affect Village taxpayers as the Transfer station is self supporting, therefore there is no additional cost to Village residents for the free weekend. The additional cost incurred by the Town for such is paid for by the "Town out of Village Fund." Mr. Viestenz suggested that the Village work out a "split" to help in sharing the cost. A discussion ensued with regard to the Town and Village talking publicly about issues such as this as this in perhaps future joint meetings. Chief Hughes suggested that the Village and Town hold a meeting with all 140 businesses. Tim Bryant also suggested that the Village and Town get together to discuss matters such as the drinking water dam, which is a huge expense.

The next regularly scheduled Board meeting will be held on Monday September 9, 2013 at 7:00 pm at the Village Hall. All Board meetings are open to the public.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to adjourn the meeting at 9:29 pm. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk