

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: DECEMBER 9, 2013

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough and Rich, Clerk Daly, Deputy Superintendent of Water and Streets; John LaForest, Chief Water and Wastewater Operator; Carl (Chip) Perry and Port Henry Fire department Chief; Jim Hughes.

ATTENDANCE: Janelle Jurkiewicz and Ann Tesar.

The following documents were distributed to the Board for review prior to the meeting: The December 9, 2013 Meeting Agenda, the November 12, 2013 Board Minutes, the November 2013 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 9, 2013 Board meeting file located in the office of the Village Clerk. The December 9, 2013 Meeting Agenda was also made available to the public in advance both on the website and at the Board Meeting.

Mayor Guerin called the meeting to order at 7:02 pm, followed by the salute to the flag.

DEPARTMENT HEAD REPORTS

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

Water Treatment Plant

- Fourth Quarter THMs & HAA results came back under action limits- all are good
- No problems to report
- No complaints from the public to report
- Village crew gathered all oversized drinking water meter sizes, i.e greater than 5/8" water meters

Wastewater Treatment Plant

- Phone conference meeting with DEC, County, and EFC on MH 13
- Completed yearly trunk sewer cleaning
- Continuing to do sump pump disconnect inspections. How is the Village going to handle the ones who have not co-operated with disconnecting of the sump pump. I believe the 30 day period has expired.
- A variable frequency drive unit for pump one burned up. I believe it had something to do with the resent power bumps. I would like to get a few quotes on an electricity monitor; this is our second drive to have burned up.
- Treatment plant continues to operate well.
- New pickup truck was delivered in November.

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

Trustee Rich indicated that the Village is waiting to hear back from the insurance representative with regard to insurance requirements for the water meter bids then, the Village will re-advertise for both meters and installation.

Mr. Perry indicated that the annual trunk sewer cleaning was completed with the help of the Town of Ticonderoga.

The Manhole #8 issue has been revisited recently with the Town of Moriah. Mr. Perry spoke with Ethan Snyder who indicated that the matter has to be addressed by December 31, 2013. Mr. Perry provided a re-cap of the situation as follows: The Town has a pipe that runs through a Village manhole that acts as a coffer dam and backs up the wastewater in the Village line and the wastewater can't get underneath it very well. A section will need to be cut out to eliminate this issue which in turn, may even eliminate the sanitary sewer overflows located in the rail yard. Once the matter is taken care of it can be included in the annual report under improvements.

Mr. Perry informed the Board that the thirty day period for the 43 Village residents to correct their sump pump connections has expired and asked what the Board plans on doing next with regard to this matter. Trustee Brassard indicated that he will craft a letter from the Mayor and Board to those that have not yet complied informing them of the fines that may be imposed upon them in accordance with the Village's local law.

The Board approved of Mr. Perry obtaining quotes for a variable frequency drive unit for pump one at the wastewater treatment plant that has burned up and needs to be replaced.

The Board discussed the conference call the Mayor had on November 13, 2013 with regard to Manhole #13. A motion was made by Trustee Rich, seconded by Trustee McDonough to pass a resolution to proceed with the application for funding for the Manhole #13 project through the New York State Environmental Facilities Corporation.

Aye: Mayor Guerin, Trustees Brassard, McDonough and Rich

Nay: None

By a vote of four to zero, the resolution above was duly adopted by the Village of Port Henry Board of Trustees on this 9th day of December, 2013.

Mr. Perry also reminded the Board of some upcoming milestone dates with regard to Manhole #13 and the Order on Consent issued by the New York State Department of Environmental Conservation.

John LaForest presented his monthly DPW Report to the Board verbally as follows:

- The radio system was installed on November 14th and 15th in the three dump trucks, the pickup, loader, office and shop.
- The DPW spent two days removing five dump truck loads of leaves from Main and Broad Streets.
- Mr. LaForest met with Gregory Stewart of AES, Northeast on November 21, 2013 to discuss the Elizabeth Street project, including sidewalks, runoffs and laterals.
- The Christmas manger was placed in the Village park on Main Street on November 21st.
- The driveway at 3226 Broad Street was cold patched around the storm drain after diverting the water issue and receiving complaints of vehicles bottoming out. The owner is very satisfied with the repairs.
- The DPW sewer jetter has been serviced.
- The screens at the Cheney Dam have been cleaned and litter was removed from the banks of the dam.
- The DPW began hanging the Village Christmas lights on December 3rd. The County is sending down a bucket truck on December 12th to assist in the completion of hanging the remaining lights.
- There was a water break on Rice Lane on December 5th that was repaired. When the water was turned back on another break was discovered on the same water line, 20 feet above the first one. Both breaks were repaired and service was restored at 6:00 pm.
- The Ford F-550 dump truck had a major wiring problem that was repaired. The salt box chain was also repaired on this truck.

- There was a sewer back up at 15 Tobey Street. the DPW ran a 100 foot snake down the sewer line and it is now flowing well. The resident/ owner is very happy and appreciative of the DPW's help.
- There were a few Water Shut Off requests received that have been taken of.
- The DPW is operating smoothly with no other equipment failures to report.

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

- PHFD has responded to fifty-nine (59) 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, (3) for August, (6) for September, (5) for October, (2) for November and (1) for December.

- 2013 PESH Report to Date:

(59) Calls:	652.32	Man-hours
OSHA Training:	422.75	Man-hours
Additional Training/Participation:	1,093.50	Man-hours
2013 Total:	<u>2,168.57</u>	Man-hours

- OSHA Training: December (continues) – Chimney Fire Refresher Training
- Yankee Laundry Equipment - Milnor 45 lb. Gear Washer Extractor - Installation Complete as of 12/6/2013. Bump Test scheduled for 12/10/2013. Kudos to James Brooks – Contractor.
- 2013 Assistance to Firefighter's Grant application completed and submitted on December 4th, 2013. PHFD requests \$90,944 for fourteen (14) new Scott X3 Air-Paks with masks, voice amplifiers, and spare bottles. Village match of 5% or \$4,547 will be required if department is successful with submission. Resolution requested in support of this grant submission.
- Annual SCBA Inspections scheduled for Tuesday, December 17th by Tyler Fire Equipment.
- PHFD participated in CP Rail Holiday Train on November 28th. PHFD donated \$500.00 to Town of Moriah Food Pantry.
- PHFD participated in and provided Fire Police in support of U.S. Marine Corps Toys for Tots Program on Sunday, December 15th.
- PHFD Auxiliary Toy Drive continues.
- PHFD will be holding their "Annual Santa Run" on Sunday, December 15th, 2013 beginning at 12:00 PM.

A motion was made by Trustee McDonough, seconded by Trustee Brassard to pass a resolution in support of a 5% Village match of \$4,547 for the 2013 Assistance to Firefighter's Grant application that was submitted by the Port Henry Fire Department on December 4, 2013 in the amount of \$90,944 for 14 new Scott Air-Paks.

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

By a vote of four to zero, the resolution above was duly passed by the Village of Port Henry Board of Trustees on the 9th day of December 2013.

PUBLIC COMMENT PERIOD

Janelle Jurkiewicz indicated that there a few "Town outside of Village" residents that may have sump pumps connected to the sanitary sewer system that feeds in to the joint wastewater treatment plant. Mr. Perry indicated that is a Town issue and does not concern the Village; the Order on Manhole #13 with regard to sump pump connections is for the Village only.

The Board asked Mr. Perry where Manhole #8 is located and he indicated that it is just past the end of VanSlooten's storage building. Mr. Perry informed the Board that the

matter will be taken care of by the end of December to show that the overflow issue will not happen in the spring.

BOARD DISCUSSION/REPORTS

Trustee Brassard reported that National Grid has installed all of the outlets that the Village requested. The Christmas lights will be hung in the Village on Thursday. Tom Scozzafava has applied for the electrical inspection for the electricity in the traffic circle and has called National Grid however the Village is still waiting for an inspection and for National Grid to complete the hook up.

Trustee Brassard informed the Board that the County will not be able to assist the Village with removing the trees and limbs in the campground at this time, but is hoping to do so in the spring if the snow melts early enough. Trustee Brassard indicated that it is too late to take care of the water line in the campground as well and that will also have to be done in the spring.

Mayor Guerin indicated that he would call on the 1999 red Ford dump truck to check on the status of additional repairs and pick up date.

Recurring Old Business: Mayor Guerin provided an update on the status of FEMA reimbursement for the Village of Port Henry Campground and Beach Restoration Projects as follows: the Village is at the top of the heap and we should have news by the end of the year. Mayor Guerin indicated that he will call the Governor's office if we don't hear anything soon and provided a recap of the situation and information that was relayed at last month's meeting.

A Memorandum was received from the Village Attorney and distributed to the Board on November 21, 2013 with regard to the review of the Zoning Commission Final Report and recommendations. There are seven questions and/or comments from the attorney on the report and the Mayor and Board have been asked to let the attorney know how the issues should be addressed and if a meeting should be scheduled to discuss them further. The Board decided to contact the prior members of the Zoning Commission to schedule a meeting on December 30, 2013 or January 13, 2014 at 6:45 pm to confirm what the intent on the land issues are. Trustees Brassard and Rich indicated that they would e-mail the prior Zoning Commission members the questions from the attorney.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the November 12, 2013 Board Meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

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

A "Water/Sewer Bill Request for Adjustment" form was received on December 4, 2013 from Willard Baker, 4292 Main Street; Account No. 157. The request was distributed to the Mayor and Board for review. A motion was made by Trustee McDonough, seconded by Trustee Brassard to approve the request. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

SECOND PUBLIC COMMENT PERIOD

Ann Tesar asked if there was a water main by her house because she notices a wet spot in front of her house sometimes when there has been no rain. Mr. LaForest indicated that yes, there is a water main at the end of her driveway and that he will keep an eye on the matter.

A motion was made by Trustee Rich, seconded by Trustee McDonough, to approve the November 25th and December 9, 2013 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor; motion carried.

Abstract Distributions:

General \$23,190.20

Water \$10,009.28

Sewer \$23,855.58

Joint Activity \$29,904.94

Capital \$7,719.41

The next regularly scheduled meeting of the Village of Port Henry Board of Trustees will be held on Monday January 13, 2014 at 7:00 PM at the Village Hall.

A motion was made by Trustee Rich, seconded by Trustee Brassard, to adjourn the meeting at 8:01 pm, at which time the Board will enter into Executive Session to discuss personnel matters. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk