

REGULAR MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: JULY 8, 2013

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough and Rich, Village Clerk; Denise Daly, Treasurer; Paula Monette, Water and Wastewater Chief Operator; Chip Perry, Deputy Superintendent of Water and Streets; John LaForest, Port Henry Fire Chief; Jim Hughes and Champ RV Park Campground Managers; Joanna and Bill Baldwin.

ATTENDANCE: Janelle Jurkiewicz, Bill Postkowski, Margaret Parah, Louise Belden, John Easter, John Viestenz, Jackie Viestenz and Sandra Lovell.

The following documents were distributed to the Board for review prior to the meeting: The July 8, 2013 Meeting Agenda, the May 30<sup>th</sup> and June 10, 2013 Board Minutes, the June 2013 Treasurer's Report and PERMA Claims Experience Member Reports. A list of other documents distributed to the Board for review prior to the meeting are listed in the July 8, 2013 Board meeting file located in the office of the Village Clerk. The July 8, 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 then thanked everyone for attending.

Before proceeding Mayor Guerin addressed the public body with regard to a few on going issues with the Village. Mayor Guerin indicated that he has spoke to Congressman Bill Owens with regard to FEMA reimbursement for the Campground Restoration Project; we should have heard something by July 1<sup>st</sup>. The Village followed all the rules and complied with all the regulations and has sent the paperwork out numerous times as requested. Mayor Guerin indicated that FEMA representatives have changed often during this process which does not help our situation. Mayor Guerin will give it one more week then he will contact Governor Cuomo.

In response to John Viestenz's inquiry at last months meeting, Mayor Guerin indicated that the Village is paying all of its bills and is on somewhat steady ground at this time, however if something major were to happen, the Village may not be able to borrow funds if need be, due to not receiving reimbursement from FEMA, as the Village does not have the \$650,000 needed to pay back the Campground Restoration Loan.

The pH7 Committee asked Mayor Guerin when power will be run to the Information Booth and Mayor Guerin indicated that it will most likely happen this month.

#### DEPARTMENT HEAD REPORTS

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

##### **Water Treatment Plant**

- Filtration plant is running well
- Nothing to report as far as equipment failures/breakdowns
- No public complaints
- There needs to be some type of emergency contact during fires from a Board member, Fire officer and or Emergency service. I was notified of the last fire on Broad St. from Town of Moriah Highway and Water/Sewer Superintendent.

- We will be cleaning the raw water reservoir soon
- Where does the Village stand as far as the cleaning of Cheney reservoir?
- I have received two samples of RFP's from EJP regarding the Water Meter Project.

**Wastewater treatment Plant**

- NYSEFC has extended the dead line to submit letters of interest in a grant program relating to storm mitigation projects for future storm events. Contact Dwight Brown 518/402/7396 for information.
- No problems to report
- WWTP is operating well
- We are participating in the youth program and will be having two workers for twenty hrs a week for four weeks. They cannot operate any mowers, weed trimmers or other types of powered equipment.

**As always, I encourage all Trustees and the public to visit both of your treatment facilities.**

Mr. Perry asked the Board where the Village stands on the Cheney Reservoir; it hinders the water that goes into drinking water plant and should be a priority.

Mr. Perry presented the Board with copies of example RFP's from EJ Prescott with regard to the installation of new water meters.

Chip Perry suggested that the Board contact the EFC representative listed in his report above; the deadline has been extended until August 1, 2013.

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

- PHFD has responded to thirty-two (32) calls to date for 2013: (3) for January, (6) for February, (5) for March, (3) for April, (7) for May, (7) for June and (1) for July.

- 2013 PESH Report to Date:

(32) Calls:	305.79	Man-hours
OSHA Training:	114.50	Man-hours
Additional Training/Participation:	709.00	Man-hours
2013 Total:	<u>1,129.29</u>	<b>Man-hours</b>

- OSHA Training – June – Water Rescue Training / July – Hose, Nozzle, Foam Operations
- Performed Annual SCBA Mask FIT Testing for Interior Firefighters on 6/20/2013. Big thanks extended to Jim Curran, HAZ MAT Coordinator, from Essex County Hazardous Materials Team.
- Extend thanks to John Hickey and DPW crew for fluorescent marking of all hydrant flags within village.
- Chief Hughes attended National Grid “Live Line” Demonstration at Colonie Municipal Training Center in Colonie, NY on 6/20/2013.
- Annual Hose Testing performed by Adirondack Fire Services on 6/24/2013. Tested 4,831 feet of hose; (3) lengths of 4 inch supply line failed.
- 1<sup>st</sup> Assistant Chief Tom Edwards submitted \$1,205 grant request to 2013 Volunteer Fire Assistance Program for 4 inch replacement hose.
- Request approval of three (3) NEW membership applications from: John Cole, David Lafountain, and Robert Tompkins. (All were approved by PHFD members and Fire Board present at 6/13/2013 monthly meeting.

Chief Hughes indicated that arson background checks have been completed on all three applicants. A motion was made by Trustee McDonough, seconded by Trustee Brassard to approve the applications for membership for John Cole, David Lafountain and Robert

Tompkins. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

Chief Hughes informed the Board that the draft of the Port Henry Beach Evacuation Plan will suffice. The contact information and map of the beach needs to be inserted and then the plan may be distributed.

Joanna Baldwin gave a verbal report to the Board as follows: There are eight open sights at the campground, so it is almost at full capacity. The Fourth of July holiday was very good. Two youth workers began working today and did very well. Ms. Baldwin indicated that lights are needed for the beach house and flag pole.

The campground yellow pages ad was recently updated and advertised. The website has been updated also.

Ms. Baldwin suggested purchasing bumper stickers as a means of advertisement with the Champ RV Park/Campground and phone number on them. The cost is \$50 for 200-500 stickers. The Board granted permission for Ms. Baldwin to purchase the bumper stickers.

Bill Baldwin presented the Board with an agreement for constructing a partition wall between the washer and dryer and the ladies room in the beach house and horseshoe pits at a cost of \$800; the Village is to supply the needed materials for the partition wall. A motion was made by Trustee Brassard, seconded by Trustee Rich to approve the agreement. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

Trustee Rich informed Chief Hughes of the Chamber of Commerce's plans to hold the bulk of Labor Day festivities at the Port Henry boat launch this year. Chief Hughes thanked Trustee Rich for the information and indicated that the road will need to be kept open and clear.

Mayor Guerin introduced John LaForest as the new Deputy Superintendent of Water and Streets and Paula Monette as the new Treasurer.

Trustee Rich informed the Board and Mr. LaForest that the parking signs (from Nov to April) on Henry Street are faded. Trustee Brassard indicated that there is no speed limit sign going up Whitney Street therefore the limit is 30 mph.

#### PUBLIC COMMENT PERIOD

Sandra Lovell asked if the rumor she heard is true about the old Anderson house that recently burned being used as a training facility for firemen. Chief Hughes indicated that the property owner would need to approach the Board with regard to the matter and to his knowledge that has not happened. The DEC and APA would need to be contacted and Chief Hughes will approach the matter with caution if and when it should come about.

John Viestenz informed the Board that the Cold War Veterans Property Exemption has been requested and was brought up at the recent Town Board meeting. Mr. Viestenz asked the Village Board if there have been any requests or if the Board has reviewed the exemption. The Board indicated that this is the first time they have heard of such.

A letter was received from Tom Eliopoulos with regard to his desire to liquidate his property located at 47 College Street (old high school site), due to illness. A discussion ensued with regard to the Village having the property assessed in the past anticipation of purchase. Chief Hughes provided Trustee Brassard with all of the related paperwork pertaining to this matter. Mayor Guerin indicated that until the Village has been reimbursed the \$650,000 for the Campground Restoration Project, the purchasing of this property will not be entertained.

The Verizon cell tower is currently being erected.

#### BOARD DISCUSSION / REPORTS

Bill Potskowski exited the meeting at 7:45 pm.

The Board reviewed the request from the City of Ogdensburg to pass a resolution in support of the St. Lawrence Psychiatric Center. 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, motion carried.

The Board reviewed and discussed the shared services resolution to look into a possible grant for slip lines that was passed by the Town of Moriah and Westport.

Chief Hughes asked for an update on Manhole #13. Mr. Perry indicated that all of the Village's leg work was completed years ago and we are currently waiting for funding from the State, who is aware that the Village needs this money. The Village did not qualify for the last grant funding round due to a new formula that was used to determine low income eligibility requirements. A letter was sent to the State in March advising them that the AES report is complete. Mr. Perry reminded the Mayor and Board that there are some important milestone dates coming up with regard to the Manhole #13 project. Chief Hughes indicated that this is another point that the Mayor may want to touch base with the Governor on.

The Board discussed the installation of cameras at the campground. It was agreed that Trustee Brassard would contact a couple of different security companies to obtain ideas and pricing.

Trustee Brassard reiterated that the Chamber of Commerce would like to hold the annual Labor Day festivities down at the Port Henry beach and boat launch. The rides will be held on Town property by the boat launch with a band on the pier; Trustee Brassard informed Chamber President Tim Bryant, that the Chamber will need to obtain permission from the NYS Canal Corporation. The Chamber would also like to have some vendors on the beach, host sack races and a basketball and horseshoe tournament. Trustee Brassard informed Chief Hughes that he will put Mr. Bryant in touch with him with regard to fire safety.

John LaForest informed the Board that he is waiting on one more quote on a roller for the DPW and is hoping to obtain a trailer to pick up the roller. Tractor Supply has a twelve foot trailer available that loads from the sides and back for \$1500.

Trustee Brassard indicated that he spent a lot of time at the campground last week. The lake is getting high however the campers do not want to move.

Trustee Brassard informed the Board that he has received some complaints that Kirby vacuum sales persons have been soliciting in the Village as late as 8:00 to 9:00 pm and asked clerk Daly if there was a local law that prohibits soliciting in the Village. Clerk Daly indicated that there is a local law on file with regard to regulations for hawkers & peddlers in the Village. These sales people have not submitted any paperwork, nor have they been issued a license. Clerk Daly suggested obtaining their license plate number and contacting them to make them aware of the regulations within the Village limits.

The Board decided to request in writing, via a letter, that the Town of Moriah Police department increase patrols in the Village campground.

Chief Hughes asked if the lifeguards have access to an AED machine at the beach and it was determined that they do not. Joanna Baldwin requested that the campground managers receive AED training also, if one is purchased.

**Recurring Old Business:** The Zoning Commission held a meeting on June 19, 2013. The minutes from said meeting have been filed with the Village Clerk and distributed to the Board for review.

Chairperson John Viestenz provided the Board with a summarization of the Zoning Commission's progress to date as follows: The Zoning Commission is currently working

on the maps for the plan that it will present to the Board at a future Public Hearing. Mr. Viestenz requested permission on behalf of the Zoning Commission, from the Board, to purchase a one page insert in the Times of Ti or a small block/column to advertise the Public Hearing and provide additional information that the required legal ad will not have as a means to encourage attendance and educate the public with regard to zoning. A motion was made by Trustee McDonough, seconded by Trustee Brassard authorizing Mr. Viestenz and the Zoning Commission's request above to purchase an ad; whichever is more economically feasible. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

Margaret Parah exited the meeting at 8:25 pm.

**Old Business:** A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the May 30<sup>th</sup> and June 10, 2013 Board minutes. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, all in favor, motion carried.

The approved Bathing Beach Safety Plan for the Village of Port Henry Beach was received from the New York State Department of Health on June 18, 2013 and copies were distributed to the Board for review.

A Consultation Report was received from PESH on June 12, 2013 with regard to the consultation survey conducted on April 2, 2013 as well as the training assistance that was provided on May 17, 2013; the report was distributed to the Board for review.

**New Business:** The June 2013 Accounts Receivable and Water Adjustment Reports were presented to the Board for review.

Cathy Law-Davenport resigned as the Village Treasurer, effective June 7, 2013.

Paula J. Monette was appointed as the Village Treasurer on June 18, 2013.

John Tromblee resigned as the Village Deputy Superintendent of Water and Streets, effective June 14, 2013.

John LaForest was hired as the Village Deputy Superintendent of Water and Streets, on June 19, 2013.

John (Jack) Sheldon submitted his resignation from the Board effective June 27, 2013.

Mayor Guerin appointed Trustee Matthew Brassard as the Deputy Mayor, effective July 1, 2013.

The Village requested an extension of the filing deadline for the fiscal year ending May 31, 2013 from the Office of the State Comptroller on June 21, 2013, due to recent changes in personnel in the Treasurer's position as well as Chris Ida's unavailability to assist with the report preparation due to health issues. A letter was received from the Comptroller's office on July 5, 2013 informing the Village that an extension had been granted to the Village of Port Henry for sixty days; or no later than October 1, 2013.

A motion was made by trustee Rich, seconded by Trustee McDonough, to pass a resolution authorizing the cancellation of the Time Warner Cable 2013 Property Tax Bill in the amount of \$410.83, per the franchise agreement. Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonough and Rich.

Nay: 0

By a vote of four to zero the above listed resolution was duly adopted by the Village of Port Henry Board of Trustees on the 8<sup>th</sup> day of July, 2013.

A Resolution was made by Trustee Brassard, seconded by Trustee Rich, to renew the Manhole #13 BAN in the amount of \$26,000., as well as to contact Attorney Soloski to begin the necessary renewal paperwork. Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonough and Rich.  
Nay: 0

By a vote of four to zero the above listed resolution was duly adopted by the Village of Port Henry Board of Trustees on the 8<sup>th</sup> day of July, 2013.

A letter and documentation was received from the Director of Office of Real Property Tax Services; Ms. Charli Lewis and distributed to the Board for review, with regard to an application to correct the 2010, 2011 and 2012 Village Tax Rolls on behalf of Level 3 Communications, LLC. Ms. Lewis recommends that the request be denied as there is no basis to substantiate processing a correction. A motion was made by Trustee Rich, seconded by Trustee McDonough, to deny this request. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

The Board was copied on the current Procurement Policy on July 5, 2013. The current policy does not include amounts for more than \$3,000 but less than \$10,000, under the Estimated Public Works Contracts. After review and discussion, the Board decided to amend the Procurement Policy by adding the following language:

***All estimated public works contracts:***

***Less than \$10,000, but more than \$3,000 requires written quotes from 3 contractors.***

The recently revised and proposed 2013 Champ RV Park Campground Rates were distributed to the Board for review on July 2, 2013, to include daily, weekly, monthly and mid season change of status rates (from transient to seasonal), for tent sites. A motion was made by Trustee Brassard, seconded by Trustee Rich to pass a resolution to add the proposed rates to the 2013 campground rate sheet. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

A Property Maintenance Complaint Form was submitted on July 2, 2013 with regard to a rotten tree that could come down at any time, in the cemetery on Whitney Street. The Board determined that the complaint should be forwarded to the Town.

The Lake Champlain Bible Church submitted a request in writing on July 1, 2013 to close off Church Street from College Street to the corner of the Church on Church Street on July 19, 2013 between the hours of 5:00 pm to 8:00 pm for a block party. The Street would be cleaned up and back together for use before dark. A motion was made by Trustee Rich, seconded by Trustee McDonough, to approve the request. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

A motion was made by Trustee Brassard, seconded by Trustee Rich, to approve the June 24<sup>th</sup> and July 8, 2013 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

Abstract Distributions:

General \$51,351.18  
Water \$6748.20  
Sewer \$1339.79  
Joint Activity \$38,746.38

## SECOND PUBLIC COMMENT PERIOD

John Viestenz asked the Board what the status is on the slip line resolution. Did the Board pass the resolution or reject it?

A motion was made by Trustee McDonough, seconded by Trustee Rich to pass a resolution granting authorization for Mayor Guerin to look into a possible grant

application with the Town of Moriah, Town of Westport and Town of Moriah Sewer District #1 to install slip lines in the old sewer mains. Vote:

Ayes: Mayor Guerin, Trustees Brassard, McDonough and Rich

Nay: 0

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 8<sup>th</sup> day of July, 2013.

Bill Baldwin asked if two new spring style basketball rims could be purchased for the court at the campground as the current ones are broken. A motion was made by Trustee Brassard, seconded by Trustee Rich to order two new spring style rims and pay for them out of the campground capital reserve fund. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

John LaForest asked the Board who will replaces the rims and set up the horseshoe pits? The Board determined that Bill Baldwin will take care of both.

A motion was made by Trustee McDonough, seconded by Trustee Brassard, to adjourn the meeting at 8:50 pm. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none, motion carried.

ADJOURNED

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Village Clerk