

PUBLIC HEARING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: NOVEMBER 12, 2013

TIME: 6:45 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough and Rich, Clerk Daly, Treasurer Monette, Deputy Superintendent of Water and Streets, John LaForest and Chief Water and Wastewater Operator, Chip Perry.

ATTENDANCE: Michael Mascarenas of the Essex County Community Development and Planning Office, Jim Dougan of AES Northeast, Jackie Viestenz, John Viestenz, Janelle Jurkiewicz and Linda Smyth.

Mayor Guerin called the Public Hearing to order at 6:45 pm, followed by the salute to the flag.

The purpose of the Public Hearing was to present the proposed Elizabeth Street Water and Sewer Reconstruction Project to the public. This project is funded through the New York State Office of Community Renewal via a Community Development Block Grant (CDBG). Michael Mascarenas from the Essex County Community Development and Planning Office and Jim Dougan of AES Northeast were in attendance to present and review the proposed project and answer questions from the public.

Mr. Mascarenas provided a brief overview of the grant and estimated that the project cost will be approximately \$815,000, which includes replacement of all water and sewer lines on Elizabeth Street, replacement of all of the mains and the re-paving of Elizabeth Street. There are fourteen income eligible residents that will have laterals installed to their houses. The project will take approximately three months to complete and will be a major disruption to residents on Elizabeth Street. It is estimated that about 1,000 feet of sidewalk will also have to be replaced. The Village may want put out an alternate bid for the sidewalks. The Village will need to come up with approximately \$215,000 in addition to the CDBG funds of \$600,000, depending on what the bids come in at.

Jim Dougan of AES Northeast indicated that the AES designs are 65 % complete and they will be ready to put the project out to bid in January or February. The project will begin as soon as all of the frost is gone, in April or May of 2014.

PUBLIC COMMENT PERIOD

Ann Tesar and Jim Hughes entered the hearing at 6:55 pm.

It is estimated that the current water line on Elizabeth Street dates back to 1892-1893. The dead end street off of College Street will be connected to the new mains via a loop system.

Janelle Jurkiewicz, former Treasurer for the Village of Port Henry, indicated that the last two or three invoices received for this project had to be paid for in advance while the Village waits for payment from the grant. The Village will experience a cash flow issue if any large invoices come in and this will be the future protocol. Mike Mascarenas indicated that he would look in to the Release of Funds approval. Normally, the invoices would be submitted for payment and within a week the funds are wired in to the designated account to pay them so that the Village does not have to pay for them up front.

The project completion deadline date is December 31, 2014. There were no other comments from the public. Mayor Guerin and the Board thanked Mr. Mascarenas and Mr. Dougan for attending the hearing and addressing these matters.

A motion was made by Trustee Rich, seconded by Trustee McDonough, to adjourn the Public Hearing at 7:09 pm. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: NOVEMBER 12, 2013

TIME: 7:00 PM

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

ATTENDANCE: Jackie Viestenz, John Viestenz, Janelle Jurkiewicz, Linda Smyth and Ann Tesar.

Mayor Guerin called the meeting to order at 7:09 pm.

DEPARTMENT HEAD REPORTS

Chip Perry provided the Board with a verbal report on the Water and Wastewater Plants for October 2013 as follows:

Water Plant

- The plant is running very well; there are no equipment failures to report.
- Received one complaint of a taste and odor problem on Main Street (at the bottom of Convent Hill)
- The quality of water has improved due to the recent cleaning of the Cheney reservoir and the raw water reservoir
- Water meter readings went well and were completed on time
- Mr. Perry has the number of water meters that need to be ordered in addition to the residential meters

Wastewater Plant

- The plant is running well; there are no equipment failures to report.
- Mr. Perry attended a local government training session that proved to be very informative.
- Numerous calls have been received on the sump pump issue. Mr. Perry has requested a list of the property owners that letters were sent to so that he may begin scheduling re-inspections. When the inspections have been completed a letter will be sent to the State advising them that the Village's obligation has been satisfied.
- A meeting has been scheduled for Wednesday November 13, 2013 at 10:00 am at the Town Hall with regard to Manhole #13. The Village is facing some important milestone dates: February 1, 2014 is the deadline to submit the application to the EFC for funding and March 31, 2014 is the deadline for the Manhole #13 project to be put out to bid.

- The new 2013 Ford F-150 will be delivered on Friday November 15, 2013. This is the first new truck the Village has ever purchased for the water and wastewater departments.

Mr. Perry indicated that the State is well aware of the fact that the Village does not have the money to fund the Manhole #13 project. The Village is listed as number one on the State's intended use plan, however the Village is one of several thousand projects that are requesting funding.

Trustee McDonough indicated that there is no water at all pooled down by the train station which is very unusual. Mr. Perry explained that the ground is bone dry and there has been very little rain. The water levels are currently at record lows. The Village would normally be treating 550,000 gallons of water a day and is currently treating 240,000 to 300,000.

John LaForest presented the Board with a verbal report on the DPW for the month of October 2013 as follows:

- Mr. LaForest and Mr. Perry were asked by Greg Swartz, the designer for the AES Elizabeth Street Project, for information on water and sewer laterals, such as; how many for each home and the elevation of each. Mr. Swartz will be notified that the collection of this information will be completed by the end of next week.
- Water meter readings were completed by the deadline of October 25, 2013 for the November billing.
- The 550 Dump Truck's dump box cable snapped; the cable enables the dump box to move up and down. The cable was repaired and the dump box is operating correctly. The antifreeze that was nothing but straight water was therefore replaced.
- The batteries in the John Deere backhoe were very weak and were therefore replaced.
- A link in the chain on the salt spreader was removed; it was stretched from normal wear but neglected and therefore damaged the underbody of the Salter. Some of the underbody was removed, new parts were fabricated and it is now ready for winter.
- Replaced the cylanoid and traced the wires to a missing fuse on the 2011 Dodge plow truck.
- All plows and equipment are ready for winter.
- Within two days the Information Booth was ready to have electricity run to it. The sidewalks were jack hammered and a twenty inch trench, thirty feet long was dug. The conduit wire was laid and buried and the sidewalks were poured the very next day.
- Repairs to sidewalks on Main, the corner of Broad Street and First Lane have been completed. A piece of sidewalk in front of Glens Falls National Bank was also repaired.
- The beach house windows have been boarded up and the beach is closed for the winter.
- The docks at the pier have been removed and are stored for the season.
- Hauled a lot of material out of the Grove, to make room for snow.
- Met with Jamie Wilson; Town Highway Superintendent, and discussed the Sherman Free Library drainage project.
- The summer DPW and beach equipment has been winterized and put away for the season.
- Have received a few calls from residents with regard to the sump pump issue. Mr. LaForest inspected a couple residences for compliance at the property owner's request.
- Approximately half dozen water shut off requests have been received for the winter.
- The storm drain in the Grove was vacuumed out to the 18 foot bottom; 12 feet of sand and stone was removed and all three lines were jetted out. Mr. LaForest plans on getting together with Mr. Perry to look at the lines with the camera.
- The communication radios will be installed Thursday and Friday of this week.

- The DPW has been working very hard and Mr. LaForest thanked the crew; they are doing a good job.

In an effort to bring Mr. LaForest up to speed, Trustee Rich indicated that the library is looking for a permanent solution to the drainage issue. They would eventually like to put in a handicap accessible ramp designed by an architect, but can not proceed until the drainage problem is corrected.

Trustee Rich thanked Mr. LaForest for an excellent report and the Board concurred.

Chief Hughes read the October 2013 Chief's Report aloud as follows:

- PHFD has responded to fifty-eight (58) 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, and (2) for November.

- 2013 PESH Report to Date:

(58) Calls:	604.22	Man-hours
OSHA Training:	261.50	Man-hours
Additional Training/Participation:	1,063.50	Man-hours
2013 Total:	<u>1,929.22</u>	Man-hours

- OSHA Training: October/November - Chimney Fire Refresher
- All ladders on Engine 291 and Engine 292 were inspected by Ladder Service Testing Company and passed inspection on November 5th, 2013.
- Chief Hughes attended the 2013 Hazardous Material Leadership Forum in Syracuse, NY on October 18th & 19th.
- Delivery by Yankee Laundry Equipment of Milnor 45 lb. Gear Washer Extractor occurred on Monday, November 11th. Installation on-going (electrical & plumbing).
- Chief Hughes attended Essex County Deputy Fire Coordinator's Meeting in Lewis, NY on Monday, November 4th.
- Rescue 298 – Two (2) new batteries were installed on this vehicle.
- Port Henry Fire Department applied for and was awarded Wal-Mart Foundation Grant in the amount of \$500 to update water rescue gear and equipment.
- Port Henry Fire Department received letter and was denied 2013 New York State Department of Environmental Grant for \$1000 for Large Diameter Hose. (PHFD has been awarded this grant 3 years in a row).
- 2013 Assistance to Firefighter's Grant was announced on November 4th, 2013. \$288,828,075 is amount appropriated under the Department of Homeland Security Appropriations Act. PHFD to pursue eight (8) SCBA's (approximate cost \$54,000) Chief Hughes completing application and developing narratives for grant. Submission deadline date is December 6th, 2013 at 5:00 PM.
- Port Henry Fire Department will be participating in CP Rail Holiday Train on November 28th at 4:50 PM.

PUBLIC COMMENT PERIOD

Mayor Guerin asked if the pH7 Committee had anything they wished to report. Linda Smyth indicated that they are happy about the electricity for the Information Booth. Jackie Viestenz reported that there were some plants cut down in the park that the pH7 Committee planted.

Jackie Viestenz asked what the status is on the Final Report on Zoning. The Board indicated it is now in the hands of the Village attorney who is reviewing it. The Board will contact the Village attorney for an update.

BOARD DISCUSSION/REPORTS

Trustee Brassard reported the following: There are reports of sporadic Verizon service in the Village at this time. Tom Scozzafava has submitted the request for the electrical inspection.

Trustee Brassard and Rich met with the Village's health insurance representative on Monday to review the proposed health care plans for 2014. The current plan will not be available next year due to the affordable health care act. The proposed plan has been forwarded to the Teamster's Union for review and the Village will schedule a date for the insurance representative to present the plan to the employees and answer any questions they may have. There will be an 8.8% annual cost increase on the proposed plan for employees; the retiree portion decreased by \$700. A motion was made by Trustee Brassard, seconded by Trustee McDonough to pass a resolution approving the Excellus Simply Blue PPO Gold Alternative One Plan for 2014, pending approval of the union and bargaining unit employees. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

Recurring Old Business: Mayor Guerin provided an update on the status of FEMA reimbursement for the Campground/Beach Restoration Project. Governor Owen's office is in contact with Mayor Guerin at least once a week and confirms the status is the same; due to the recent government shutdown FEMA is operating behind schedule. The Village should hear something in a couple of weeks. A discussion ensued with regard to frustration with the hold up of reimbursement for the Village when other communities received their funds. Mayor Guerin indicated that there have been numerous FEMA representatives assigned to our case and the Village has had to re-submit the same paperwork each time. In the mean time there have been a few other disasters that required FEMA assistance. The Village also filed an appeal on the Rip Rap which caused a further delay. Mayor Guerin indicated that the entire project is currently in the final review stage.

The Village's request for Release of Funds and Certification was approved as of October 21, 2013 by the New York State Office of Community Renewal. The approval authorizes the Village to request disbursements of its Community Development Block Grant in accordance with the program schedule on file with the Office of Community Renewal.

Notice was received from the NYS Department of State that Local Law No. 3 of 2013: Extending the Moratorium on Street Level Residential Development in a Portion of the Village of Port Henry, was filed on October 29, 2013 and is in full force and effect.

Old Business: A motion was made by Trustee Rich, seconded by Trustee McDonough, to approve the October 15, 2013 Board Meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

New Business: The October 2013 Accounts Receivable and Trial Balance and Unpaid Reports were presented to the Board for review. There is no Monthly Water Adjustment Report for October 2013, as no adjustments were made.

The CP Rail Christmas Train will be making its annual stop at the train station in Port Henry on Thanksgiving Day; Thursday November 28, 2013 at 5:00 PM. Non-perishable food donations will be accepted by the Town of Moriah Food Pantry.

A motion was made by Trustee Brassard, seconded by Trustee Rich, to approve the 2013 Property Tax Re-levy in the amount of \$144,788.09. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried. The Property Tax Re-levy will be received on April 1, 2014.

A motion was made by Trustee Rich, seconded by Trustee McDonough, to approve the November 2013 Water and Sewer billing in the amount of: \$252,656.01 (\$134,936.01 Water / \$117,720.00, Sewer) for the billing period of May 1, 2013 to October 31, 2013. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

SECOND PUBLIC COMMENT PERIOD

John Viestenz asked if the Request for Proposal (RFP) for the water meters will include meters for the Bay Road. Mr. Perry indicated that the Bay Road water meters can be incorporated in to the RFP; he will check with the Town to see if they still wish to include them.

Linda Smyth informed the Board that she has a large mural that is ready to be hung in the window of Wheelock's Garage however she can not get a hold of James Cawley to get in the building. Mayor Guerin informed Ms. Smyth that he will try to contact him for her.

Mayor Guerin asked if there was any further public comment; there was none.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the October 28th and November 12, 2013 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

Abstract Distributions:

General \$75,973.63

Water \$18,775.23

Sewer \$5,250.53

Joint Activity \$32,011.53

The next regularly scheduled meeting of the Village of Port Henry Board of Trustees will be held on Monday December 9, 2013 at 7:00 PM at the Village Hall.

Mayor Guerin thanked everyone for attending the Public Hearing and Board Meeting.

A motion was made by Trustee Rich, seconded by Trustee McDonough, to adjourn the meeting at 7:53 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