

ANNUAL ORGANIZATIONAL MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: APRIL 7, 2014

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees McDonald, McDonough and Rich, Clerk Daly and Port Henry Fire Department Chief; Jim Hughes.

ABSENT: Trustee Brassard.

ATTENDANCE: Janelle Jurkiewicz and Ann Tesar.

Mayor Guerin called the meeting to order at 7:03 pm, followed by the salute to the flag and thanked everyone for attending.

Oaths of Office were filed as a result of the March 18, 2014 Village Elections as follows:

Ruth McDonough as Village Trustee, for a two year term to expire on April 4, 2016.

Thomas McDonald as Village Trustee, for a two year term, to expire on April 4, 2016.

Mayor Guerin made the following appointments:

Trustee Matthew Brassard as Deputy Mayor for one year, through April 6, 2015.

Denise Daly, as the Registrar of Vital Statistics for one year, through April 6, 2015.

Paula Monette, as the Deputy Registrar of Vital Statistics for one year, through April 6, 2015.

Bill Ball, as the temporary Code Enforcement Officer, at a rate of \$15.00 per hour until the position is filled by a permanent appointment.

Tina Soloski and the Miller, Mannix, Schachner and Hafner Law firm, as Village attorneys, as needed, on a per diem basis.

Christopher Wolfe, as the Health Officer for the Village of Port Henry, with Dr. Richard McKeever as a back up.

Trustee Ruth McDonough, as Safety Officer, for one year.

Betty LaMoria, as the Village Historian.

Art Brassard, as the Bingo Inspector at a rate of \$3.00 per game.

Mayor Guerin appointed the following Board members as liaisons, to the committee's listed below for one year:

Trustee Brassard – Campground and DPW
Trustee McDonald – Fire Department and Water
Trustee McDonough – Administration and Finance
Trustee Rich – Zoning and Campground

Other Annual Business: Board meetings will be held the second Monday of each month at the Village Hall at 7:00 pm, unless otherwise scheduled and advertised.

The Press Republican and Times of Ti were designated as the official newspapers of the Village of Port Henry.

The Mayor will countersign checks along with the Treasurer; and be it resolved by the Board, that the Deputy Mayor is hereby authorized to sign checks in the absence of either the Mayor or the Treasurer.

The Office of Mayor and Superintendent of Public Works was combined by a Board Resolution dated February 22, 1966.

Effective March 10, 2014 the Board abolished the position of Deputy Superintendent of Public Works and created a Working Foreman's position that will be filled by a member of the existing pool of DPW employees.

Village employees hired before July of 1976 are covered by a non- contributory plan with the NYS Employee's Retirement System. Personnel hired after July of 1976 are required to contribute 3% of their gross earnings, under the plan.

The salary of the Mayor is \$8,000 per fiscal year, payable in four quarterly installments from the General Fund.

Each of the four Trustees will receive \$3,000 per fiscal year, also payable in four quarterly installments from the General Fund.

Lifeguards will be paid at a rate of \$10.00 an hour for the 2014 season.

The following annual resolutions were adopted by the Board:

The Board reviewed the current Procurement Policy. Trustee McDonald suggested revising the policy under the public works contracts section to require three RFP/proposals from contractors instead of two, for contracts less than \$35,000 but more than \$10,000. A motion was made by Trustee Rich, seconded by Trustee McDonough, to include the suggested revision in the current Procurement Policy and to approve and abide by said policy. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

The Board reviewed the current Internal Control Policy. A motion was made by Trustee McDonough, seconded by Trustee McDonald, to approve and abide by said policy. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

The Board reviewed the current Employee/Personnel Policy: A motion was made by Trustee McDonough, seconded by Trustee Rich, to approve and abide by said policy. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

The Board reviewed the Workplace Violence Prevention Policy: A motion was made by Trustee McDonald, seconded by Trustee Rich, to approve and abide by said policy. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

The Board of Trustees authorized claims for public utility services, health insurance, postage and freight (including express charges), to be paid in advance of the regular monthly audit, on the last Monday of each month by motion from Trustee Rich, seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

The mileage reimbursement rate for the Village was \$.505 per mile. Beginning January 1, 2014 the IRS standard rate per mile is \$0.56. A motion was made by Trustee McDonald, seconded by Trustee McDonough, to adopt the new IRS reimbursement rate of \$0.56 per mile. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

The Board of Trustees authorized officers and employees to attend training schools as needed and budgeted for by motion from Trustee Rich, seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

The Board of Trustees designated Glens Falls National Bank as the official financial institution for the Village by motion from Trustee McDonough, seconded by Trustee McDonald. Yes; Mayor Guerin, Trustees McDonald, McDonough and Rich. No; none. Absent; Trustee Brassard, motion carried.

Additional Business: The Board was presented with copies of the revised, proposed budget for fiscal year June 1, 2014 through May 31, 2015, which included changes made as a result of the March 31, 2014 Special Budget Meeting.

The Public Hearing on the proposed budget for fiscal year June 1, 2014 through May 31, 2015 has been scheduled for Thursday April 10, 2014 at 7:00 pm, at the Village Hall.

Trustee McDonald brought up discussion regarding the Mayor and Trustees salaries. Mayor Guerin suggested that the Public Hearing on the proposed budget would be the proper forum for further discussion on the matter.

A motion was made by Trustee McDonough, seconded by Trustee McDonald, to adjourn the Annual Organizational Meeting at 7:26 pm.

ADJOURNED

Denise C. Daly, Village Clerk