

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: DECEMBER 8, 2014

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonald and McDonough, Clerk Daly, Treasurer Monette, Chief Water and Wastewater Plant Operator; Carl (Chip) Perry, and Port Henry Fire Department Chief; Jim Hughes.

ABSENT: Trustee Rich

ATTENDANCE: John Easter, Sandra Lovell, Ann Tesar and Janelle Jurkiewicz.

The following documents were distributed to the Board for review prior to the meeting: The December 8, 2014 Meeting Agenda, the October 24th and November 10, 2014 Board Minutes, the November 2014 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 8, 2014 Board Meeting file located in the office of the Village Clerk. The Meeting Agenda was also made available to the public on the website and at the Board Meeting.

Mayor Guerin called the meeting to order at 7:00 pm, followed by the salute to the flag and thanked everyone for attending.

DEPARTMENT HEAD REPORTS

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

- PHFD has responded to (80) calls for 2014: (10) for January, (4) for February, (8) for March, (6) for April, (4) for May, (6) for June, (11) for July, (7) for August, (10) for September, (8) for October, (6) for November and (0) for December to date.

2014 PESH Report:

(80) Calls:	622.18 Man-hours
OSHA Training:	323.00 Man-hours
Additional Training/Participation:	1,202.00 Man-hours
2014 Total:	<hr/> 2,147.18 Man-hours

- Training: Hosted (4) Hour HAZ MAT First Responder Refresher Training on 11/24/2014.
- 2014 Assistance to Firefighters Grant Program completed by Chief Hughes and submitted on 12/3/2014. Requested sixteen (16) new SCBA's at a cost of \$113,840. 5% match or \$5,692 is Village of Port Henry's share (budgeted item). Request formal resolution to support this match.
- Annual SCBA inspections scheduled for Wednesday, December 10th at 8:00 AM. Inspections and servicing to be performed by Municipal Emergency Services, Inc.
- PHFD held Coin Drop on Saturday, November 22nd, from 9:00 AM to 1:00 PM. \$500 from proceeds donated to Town of Moriah Food Pantry.
- PHFD provided Fire Police to CP Railway Holiday Train on Saturday, November 29th at 4:45 PM.
- PHFD provided Fire Police to CP Railway and U.S. Marines Toys for Tots Program on Sunday, December 7th at 1:00 PM.

- PHFD will hold its annual Santa Clause Run on Sunday, December 14th beginning at Noon. Candy will be distributed by Santa and his elves to all good girls and boys throughout the village and protection area.

A motion was made by Trustee Brassard, seconded by Trustee McDonald, to pass a resolution approving the 5% match, or \$5,592 as the Village's portion towards the 2014 Assistance to Firefighters Grant Program. Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonald and McDonough

Nay: None

Absent: Trustee Rich

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 8th day of December, 2014.

Mayor Guerin thanked Chief Hughes and the Port Henry Fire Department members for their support and assistance in welcoming the annual CP Rail Christmas Train on November 29, 2014.

Chip Perry presented the monthly Water and Wastewater Report to the Board verbally as follows:

Water Plant

- No changes or breakdowns to report.
- Discussed: Water Meter Project

Wastewater Treatment Plant

- No major issues to report.
- Working on two valve issues from June; just received one valve today.

While discussing the Water Meter Project the Board decided that the Village will move forward on the project. There are approximately 515 water users in the Village that new meters will need to be purchased for and installed. The project will save money and time in the long run with regard to labor costs associated with reading water meters, the preparation of the bi-annual billings and the overall efficiency of the new meters. Chip Perry suggested holding a Water Committee Meeting to review, crunch and update the numbers to see where the Village is at with regard to funds allocated for the new meters and the anticipated costs associated with the project.

Former Treasurer Jurkiewicz informed the Board that the Village may be looking at an approximate \$20,000 shortfall in budgeted revenue for the water fund due to NuWay Laundry closing; which may also pose a possible cash flow issue. Most costs associated with the water fund are fixed costs. Chip Perry indicated that the current meters are inefficient and the Village is billing for less water than its producing. Mr. Perry suggested that the Village tighten up on the water fund with the exception of mandatory expenses and the Board agreed.

Trustee Brassard presented the monthly DPW Report verbally to the Board as follows:

- The "No Parking" signs were placed on Spring Street.
- The DPW has been busy plowing and with snow removal.
- A sewer plug on College Street was temporarily repaired and sewer is flowing normally.
- A Special Meeting was held on 12/4/14 with regard to the temporary sewer fix on College Street. It was determined that Sam Meachem will be contacted to do the digging (approximately 12-13 feet down) and the DPW will supply the labor to repair the sewer line as necessary.
- The Christmas lights are up in the Village.
- Preparations for the winter continue.

PUBLIC COMMENT PERIOD

Sandra Lovell asked how much money the Village anticipates saving by installing the new water meters. Chip Perry indicated it would be approximately \$35,000 to \$40,000.

Ann Tesar asked if the recent sewer plug affects all of College Street. Chip Perry indicated that it does not and will not affect her property.

BOARD DISCUSSION/REPORTS

Trustee McDonough suggested sending a letter to the Essex County Board of Supervisors in appreciation of the Essex County Department of Community Resources and Planning with regard to their help in assisting the Village in securing several successful grants, thereby saving the Village thousands of dollars. A motion was made by Trustee McDonald, seconded by Trustees Brassard in support of sending a letter of thanks as indicated above. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich, motion carried.

Mayor Guerin announced that the Village has been awarded a \$100,000 Community Development Block Grant via the New York State Homes and Community Renewal; Housing Trust Fund Corporation. The funds will be used towards the storm sewer, sidewalks and paving and Elizabeth Street.

Mayor Guerin indicated that the Village will use the remaining CHIPS funds to purchase a Chipper, or Salter.

Chip Perry reminded the Board that the Elizabeth Street Project closeout deadline is December 19, 2014 and that the sidewalks and storm sewer will need to be put out to bid. Mr. Perry indicated that he will contact AES to obtain the updated costs.

Recurring Old Business: Mayor Guerin provided an update/status on FEMA reimbursement as follows: The Village is currently waiting on the State to prepare the final closeout on the Campground Restoration Project before the remaining reimbursement amount of \$188,000 will be received. The Village recently received \$167,009 in FEMA reimbursement funds for the Beach Restoration Project.

Update/Status on Zoning: The Village attorneys indicated in a Memo dated November 7, 2014 that they approve of the proposed Comprehensive Plan they received from the Village for review. A few minor changes were made to the plan as a result of the October 24th Special Zoning Meeting and updated copies were provided to the Board for review; it is also on file in the Village Office and has been posted on the Village website. The next step in the zoning process will be to schedule a Public Hearing once the plan is forwarded to the County for review and approved.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to pass a resolution to issue a Request for Quotes (RFQ) from consultants to develop a Zoning Plan for the Village of Port Henry. Vote:

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

Nay: None.

Absent: Trustee Rich

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 8th day of December, 2014.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the October 24th and November 10, 2014 Board Meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich, motion carried.

New Business: The November 2014 Accounts Receivable, Trial Balance and Water Adjustment Reports were presented to the Board for review.

A letter was received from William and Marta Hoyenski on November 12, 2014 informing the Village that their 51 College Street property was classified as a single family residence on April 24, 2014 by the Town of Moriah Assessors. The classification change from the assessor's office was included with their letter and the Board was copied for review. The Hoyenski's paid the November 2014 Water and Sewer bill in full and are requesting a \$251.00 refund which reflects the difference in billing between a two family residence and a single family. A motion was made by Trustee McDonough, seconded by Trustee McDonald, to approve the reimbursement request. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich, motion carried.

The Board will send a letter to the Town of Moriah Board of Assessor's requesting written notification from them when there is a change in status or classification to a Village property.

A letter was received on November 20, 2014 from John Fuller, owner of the property located at 32 Jackson Street. After receiving confirmation that his water meter reading was misread for the November 2014 billing Mr. Fuller is requesting a refund of \$130.46 which reflects the difference in the billing due to the misread water meter reading. A motion was made by Trustee Brassard, seconded by Trustee McDonough to approve the reimbursement request. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich, motion carried.

SECOND PUBLIC COMMENT PERIOD

Mayor Guerin opened the floor for further comments from the public; there was none. Mayor Guerin thanked all for coming.

Trustee Brassard indicated that Independent Nominating Petitions to run for Village Office in the March 18, 2014 Elections will be available from the Village Clerk beginning December 30, 2014. The offices up for election are Mayor, for a two year term and two Trustees, each for two year terms.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the November 24th and December 8, 2014 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich, motion carried.

Abstract Distributions:

General \$64,948.22
Water \$21,030.24
Sewer \$22,858.33
Joint Activity \$15,278.63
Capital \$76,134.63

As a reminder, the Village will be closed on Christmas Day; Thursday December 25, 2014 and New Year's Day; Thursday January 1, 2015.

The next regularly scheduled meeting of the Village of Port Henry Board of Trustees will be held on Monday January 12, 2015 at 7:00 pm at the Village Hall.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to adjourn the meeting at 7:45 pm at which time Mayor Guerin indicated the Board will enter in to Executive session to discuss personnel matters.

ADJOURNED

Denise C. Daly, Village Clerk

EXECUTIVE SESSION OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: DECEMBER 8, 2014

PRESENT: Mayor Guerin, Trustees Brassard, McDonald and McDonough, Clerk Daly and Chip Perry.

ABSENT: Trustee Rich

ATTENDANCE: None.

Mayor Guerin called the Executive session to order at 7:55 pm.

The Board discussed personnel matters.

A motion was made by Trustee Brassard, seconded by Trustee McDonough to adjourn the Executive Session at 8:08 pm at which time the Board entered back into regular session. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk

REGULAR SESSION OF THE VILLAGE OF PORT HENRY
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DATE: DECEMBER 8, 2014

PRESENT: Mayor Guerin, Trustees Brassard, McDonald and McDonough and Clerk Daly.

ABSENT: Trustee Rich

ATTENDANCE: None.

Mayor Guerin called the regular session to order at 8:09 pm.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to reclassify Don DeFelice's position with the Village DPW from Laborer to Laborer/Mechanic with a \$1.00 per hour increase in wage effective December 8, 2014. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent: Trustee Rich, motion carried.

A motion was made by Trustee McDonough, seconded by Trustee Brassard to adjourn the regular session at 8:10 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent: Trustee Rich, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk

