

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: JANUARY 13, 2014

TIME: 7:00 PM

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

ATTENDANCE: John Easter, Janelle Jurkiewicz and Margaret Parah.

The following documents were distributed to the Board for review prior to the meeting: The January 13, 2014 Meeting Agenda, the December 9, 2013 Board Minutes, the December 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 January 13, 2014 Board meeting file located in the office of the Village Clerk. The January 13, 2014 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 7:04 pm, followed by the salute to the flag.

DEPARTMENT HEAD REPORTS

Chip Perry read the December 2013 Water and Wastewater Report presented to the Board as follows:

Water Treatment Plant

- No problems to report
- No complaints from the public to report
- We may have a water break or multiple breaks not surfacing

Wastewater Treatment Plant

- We received the latest amended copy of the Order on Consent
- Cold weather caused a few equipment failures- all good now
- Have not had any additional sump pump inspections since mid-December, need to compile a list of the ones we have not inspected and call or write a letter
- Contacted AES in December for some insight on power monitors, they run about \$3000 - \$5000, Nathan said we could put something together sometime this month
- Overall the treatment plant is running well and staying well below permit limits

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

Mr. Perry encouraged the public to report any and all water breaks, leaks, etc. as it may help in uncovering why the water usage has risen significantly in the Village in the past couple of weeks.

Mr. Perry informed the Board that as stipulated in the most recent Order on Consent from the New York State Department of Environmental Conservation (NYS DEC), with regard to the design and complete trunk sewer reconstruction from Manhole #15 to the wastewater treatment plant, the Village will need to close on short term financing no later than August 31, 2014 with construction completed by September 30, 2015. Mr. Perry indicated that this is the fourth Order on Consent issued by the NYS DEC therefore it is

highly unlikely that another will be issued in the event that these milestone dates are not met.

Mayor Guerin indicated that both Chip Perry and Pete Towns do a very good job operating the Village water and wastewater treatment plants.

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

- DPW received multiple water shut off requests, which are time consuming this time of year as the snow and ice needs to be removed at the shut off before the water may be turned off.
- The storm drain on the corner of Bridge and Meacham Streets was plugged. The sewer jetter was used to unclog the drain and it is now flowing well.
- There were four water breaks in the month of December; 12/12 on Rice Lane, DPW worked 12 hours to repair; 12/26 on Spring Street, worked 8 hours to repair; 12/27 two breaks, one on Bridge Street and one on Meacham Street, the DPW worked 24 hours straight to repair both breaks.
- The multiple snow and ice storms have made clearing the sidewalks challenging. The DPW salted and sanded the sidewalks by hand due to them being too slippery for the machines.
- There has been a lack of salt due to demand, back order and the contractors experiencing equipment failure, all of which prolonged delivery.
- Snow piles from recent storms have been cleaned up on Church, Henry, and Main Streets as well as Rice, First and Second Lanes.
- The DPW chipped twelve inch thick ice from the dam for three hours by hand, in order to keep the proper flow of water.
- Equipment failures to report: hydraulic line in the Steiner was repaired, hydraulic line leaking and replaced in the Ford pick up and the plow and lights in the back of the Ford dump truck were fixed.
- Mr. LaForest thanked “Sal” for all of the repairs completed on the DPW equipment and also thanked the DPW for all of their hard work during the recent snow and ice storms and multiple water breaks. The crew has worked very hard, long hours in the cold weather this past month. Mr. LaForest also thanked Chip Perry and Pete Towns for their assistance.

Mr. LaForest agreed to obtain a cost/estimate to replace a broken fire hydrant in the Village. Chief Hughes indicated that it must be replaced with a “Mueller” hydrant only.

Mayor Guerin indicated that it has been a tough month. Mr. Perry indicated that it has been an expensive month for repairs also, due to normal wear and tear of Village equipment.

Jim Hughes read the December 2013 Fire Chief’s Report to the Board as follows:

- PHFD responded to sixty-three (63) calls 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 (5) for December.
- 2013 PESH Report:

(63) Calls:	756.86	Man-hours
OSHA Training:	445.75	Man-hours
Additional Training/Participation:	1,186.50	Man-hours
2013 Total:	2,389.11	Man-hours
- 2014 PESH Report to date:

(3) Calls:	8.98	Man-hours
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OSHA Training:	0.00	Man-hours
Additional Training/Participation:	12.00	Man-hours
2014 Total:	20.98	Man-hours

- Conducted OSHA Training in December – Chimney Fire Refresher Training
- Notes of Interest: (2) Structure Fires in December: (1) Mutual Aid to Moriah – (2726 Dugway Road - Daha Residence) resulting in one fatality and (1) in the village (3140 Broad Street – The Clodgo Residence) – One Moriah Firefighter injured – cracked ribs due to fall. Accident Report has been filed. Also, Moriah Rescue Truck 258’s alternator failed while on scene - \$937.56 total cost. (\$705.76 parts and \$232.00 labor have been charged to the village).
- Annual SCBA Inspections were conducted and completed on Tuesday, December 17th by Tyler Fire Equipment. PHFD have (17) SCBAs in service.
- PHFD will be attending monthly joint Water Rescue Meeting between New York and Vermont on Tuesday, January 14th at 7:00 pm at the Vergennes, VT Fire Department.
- Thank you to Village DPW Crew for clearing snow and salting efforts at station.

Chief Hughes indicated that the repairs to Moriah Fire Department’s Rescue Truck should be covered under the Mutual Aid Agreement.

Trustee Brassard asked Chief Hughes if he has noticed a significant savings on heating oil. Chief Hughes informed the Board that he would need to defer that question to the Treasurer, but that the boiler/furnace runs much quieter and the membership is conscious of any and all energy savings. Chief Hughes informed the Mayor and Board that he is quite impressed with the work that Jim Brooks has done at the fire house and would recommend him for any plumbing need.

Treasurer Monette asked the Board for permission to contact the Village attorney with regard to a returned check and fee from over a year ago on a property tax payment for \$2,800.00. The Village has sent certified letters with return receipts requested to the Village Taxpayer to no avail. The property tax bill was paid on November 1, 2012 via personal check. The Village was notified after the property taxes had already been sent to Essex County for re-levy that the check was returned for insufficient funds. The Village therefore needs to find out what the proper, legal course of action is in order to collect these funds. Upon researching the matter, it was found that the former Treasurer was misinformed by the County attorney as to the proper protocol therefore Essex County Real Property Services has suggested that the Village contact our attorney to review the issue. The Board authorized the Treasurer to contact the Village attorney with regard to this matter.

The Treasurer also informed the Board that the cash flow will be very tight until the Village receives the property tax re-levy in April therefore spending should be kept to a minimum. After a brief discussion, a motion was made by Trustee Rich, seconded by Trustee McDonough to pass a resolution to impose a “Spending Freeze” on all discretionary items, effective immediately and until further notice. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

After further discussion regarding the cash flow issue, a motion was made by Trustee Rich, seconded by Trustee Brassard to pass a resolution authorizing the Treasurer to contact the Village attorney to begin the necessary paperwork to obtain a Bond Anticipation Note to cover operational expenses if necessary, due to the potential cash flow issue. Yes; mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

PUBLIC COMMENT PERIOD

John Easter thanked the Village for taking care of the jam under the bridge near the old insurance company building on Tunnel Avenue. Trustee Brassard indicated that the County actually took care of it as it is their responsibility. Mr. Easter appreciated the

Village's proactive response. Trustee Brassard indicated that now the Village knows who to contact should the situation present itself again.

BOARD DISCUSSION/REPORTS

Trustee Brassard informed the Board that Jim Curran is requesting reimbursement of \$70.00 from the Village for camp fire wood that he sold at the Champ RV Park and Campground this past season and was never compensated for by the Campground Manager's. Mayor Guerin indicated that the Village should abstain from collecting money at the campground on behalf of licensed vendors in the future. A motion was made by Trustee Brassard, seconded by Trustee McDonough to refund Mr. Curran the \$70.00. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

Trustee McDonough thanked Mayor Guerin for the Christmas Memo he had printed in the Port Henry Fact Finder.

Trustee McDonough informed the Board that she confirmed with the County that the letter we received from the County attorney with regard to a class action suit in the matter of Level 3 Communications against Essex County should not have been sent to the Village.

Trustee Rich informed the Board that the Village is getting closer to putting together a Request for Proposal (RFP) for the water meters and suggested holding a Water Committee meeting on Monday January 27, 2014 at 3:30 pm. Water Committee members are: Trustee Rich, Chip Perry, John LaForest and Paula Monette.

Recurring Old Business: Mayor Guerin provided an update/status on FEMA reimbursement for the Campground Restoration Project as follows: No new news, he is still in touch with Congressman Owens office regarding this matter. Mayor Guerin will call the Governor if we don't hear anything this month.

The \$680,000.00 Bond Anticipation Note (BAN) installment for the Campground Restoration Project is due by March 5, 2014. It is mandatory that the interest in the amount of \$13,260.00 is paid by this date also; the interest has been budgeted for. Mayor Guerin indicated that the Village attorney may need to be contacted with regard to a long term debt solution for this project, until FEMA reimbursement is received.

Trustee Rich provided an update on zoning with regard to the questions/matters to clarify, that the Village attorney sent to the Board. Trustee Rich e-mailed the members of the prior Zoning Commission with the questions and in regard to a meeting in order to obtain their input on clarifying the questions posed by the attorney. The members informed Trustee Rich that they would feel more comfortable with John Viestenz in attendance when he returns to Town. A meeting was tentatively scheduled for February 10, 2014 at 6:45 pm for Trustee Rich and the prior Zoning Committee members to review and clarify the proposed questions.

A letter was received from NYS Homes & Community Renewal on December 16, 2013. The Village of Port Henry has been awarded approximately \$131,000 through the New York Main Street Grant Program that will help six Village Main Street property owners with certain repairs and improvements to their Main Street buildings. Joan Parah asked for the names of the six property owners involved in this grant. Sharon Reynold's of PRIDE in Ticonderoga is administering the grant on behalf of the Village.

The fully executed, modified Order on Consent from the NYS DEC with regard to Manhole #13 was received and filed in the Village office on January 2, 2014. Mayor Guerin provided a re-cap on the Order.

Mr. Perry provided a re-cap on Manhole #8 and how it affects the Manhole #13 overflows.

Mrs. Parah exited the meeting at 8:05 pm.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough to approve the December 9, 2013 Board Meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor; motion carried.

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

A Memo was distributed to the Mayor and Board on December 11, 2013 with regard to the renewal of the annual contract for pagers, which costs the Village \$99.00 per pager, per year. After review and discussion the Board decided that it is not necessary for all DPW employees to carry a pager now that the new radio system has been installed. Four of the seven pagers will be retained for use by; the DPW Deputy Superintendent, the employee in charge in his absence and both of the Water and Wastewater Plant Operators.

Village Elections will be held on Tuesday March 18, 2014. There are two Village Trustee positions up for election.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to pass a resolution identifying the Port Henry Firehouse, located at 14 Church Street, as the polling place for the March 18, 2014 Village Elections. Polls will be open from 12:00 pm to 9:00 pm. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

A motion was made by Trustee Rich, seconded by Trustee McDonough, to pass a resolution to appoint Patsy McCaughin and John Easter as the certified Election Inspectors for the March 18, 2014 Village Elections. Election Inspectors will be paid at a rate of \$10.00 per hour for their services. Patsy McCaughin will be appointed as Chairperson. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

A motion was made by Trustee Rich, seconded by Trustee Brassard to pass a resolution providing that there will **NOT** be a Village registration day pursuant to Election Law §15-118(3). Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

Second Public Comment Period

A discussion was held with regard to the recent increase in National Grid bills and what other electric providers are available in our area. National Grid delivers the electricity in our area however there are many options as to who provides the electricity and what their rates per kilowatt are. Trustee Brassard informed the public that he “Googled” “lower my bill” and was presented with a list of providers in our area and he went with Gateway Energy at a fixed rate of \$0.06 per kilowatt for two years, as that was the best option he found.

Trustee McDonough extended sincere condolences to the entire Celotti family on behalf of the Village of Port Henry Board of Trustees. Trustee McDonough also offered a Resolution of Appreciation, seconded by Trustee Rich, to pass a resolution designating every Village Election Day from this day forward, as “Louise Celotti Day” in honor of her service as a Village Trustee and Election Inspector. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the December 30, 2013 and January 13, 2014 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonough and Rich. No; none. All in favor, motion carried.

Abstract Distributions

General \$51,355.80

Water \$8,225.60

Sewer \$69,350.81

Joint Activity \$13,060.47

Trust & Agency \$1,084.56

The next regularly scheduled meeting of the Village of Port Henry Board of Trustees will be held on Monday February 10, 2014 at 7:00 PM at the Village Hall.

A motion was made by Trustee Rich, seconded by Trustee McDonough, to adjourn the meeting at 8:23 PM, at which time the Board entered 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