

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: JUNE 9, 2014

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough, McDonald and Rich, Clerk Daly, Treasurer Monette, Champ RV Park Campground Manager; Marge Seguin, Chief Water and Wastewater Plant Operator Carl (Chip) Perry and Port Henry Fire Chief; Jim Hughes.

ATTENDANCE: Phyllis Rounds, Warren Barker, John Easter, Jackie Viestenz, John Viestenz, Janelle Jurkiewicz, Sandra Lovell, Hugh Phillips, Lori Corliss, Tim Bryant, Lohr McKinstry, Jeff Kelly, Tom Finnessey and Ann Tesar.

The following documents were distributed to the Board for review prior to the meeting: The June 9, 2014 Meeting Agenda, the May 12, 2014 Board Minutes, the May 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 June 9, 2014 Board meeting file located in the office of the Village Clerk. The June 9, 2014 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, led the salute to the flag and thanked everyone for attending.

DEPARTMENT HEAD REPORTS

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

Water Treatment Plant

- No breakdowns or complaints to report for the month of May.
- Plan to clean the raw water reservoir at the facility.
- Hoping to have quotes the Board meeting next month, for cleaning rejection reservoir.
- The Cheney Dam is checked regularly; it is "status quo"; there is nothing different to report.

Wastewater Treatment Plant

- Working on breakdown of repairs.
- Equipment ordered as needed and previously discussed for operations of the facility; the approximate cost is between \$9,000 - \$11,000
- Tank No. 4 is currently down; the annual inspection and cleaning is being performed.

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

- PHFD has responded to thirty-five (35) calls for 2014: (10) for January and (4) for February, (8) for March, (6) for April, (4) for May, and (3) for June to date.
- 2014 PESH Report:

(35) Calls:	319.56 Man-hours
OSHA Training:	150.50 Man-hours
Additional Training/Participation:	584.50 Man-hours
2014 Total:	<hr/> 1,054.56 Man-hours

- OSHA Training for June – Boat Safety / Water Rescue Training.
- Annual inspection of fire extinguishers occurred on June 5th by Fire Protec.
- 2013 Assistance to Firefighter's Grant – Awards continue to be released. Still no news yet.
- CP Railway Training is scheduled for Wednesday, June 18th and Thursday, June 19th. Training will consist of Railroad 101 which includes classroom instruction, use of CP Railways training trailer, railcars & locomotives. Additional training to occur in September.
- Maintenance Items: 1) 4th floor - (4) windows on south side and (2) windows on north side are out. Need to replace or board up. 2) Fourier - need to install and secure new drop ceiling, 3) Still need new flood light for front of building.

Mayor Guerin indicated that Trustee McDonough has been checking into available weatherization grants for the fire department.

Marge Seguin presented the monthly Campground Financial Report to the Board and Village Clerk for file and gave a verbal report as follows:

- Signed up two new seasonal campers for a current total of 49.
- July 4th reservations are booked.
- Campers are not happy with dead fish.
- Ms. Seguin presented a letter to the Board requesting a refund of \$270 on behalf of seasonal camper William Jewett.
- On June 25, 2014 Moriah Central School will be hosting a two hour end of school year celebration at the Port Henry beach with approximately 75 kids attending. Ms. Seguin has granted permission for the beach house to be utilized during this event.

Ms. Seguin explained to the Board that William Jewett purchased a new camper this season and was unaware that that it is larger than 35 feet and therefore was not permitted to be on the lakefront site it was on. Mr. Jewett was informed by the salesman that it was a 35 foot camper that he purchased. After the situation was explained to Mr. Jewett he agreed to cooperate and moved to a non-lakefront site that would accommodate his camper's size. A refund of \$270.00 has been requested for the difference between a lakefront and non-lakefront site. A motion was made by Trustee McDonough, to approve a refund to Mr. Jewett in the amount of \$270 as requested. The motion was seconded by Trustee McDonald. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

Trustee Brassard presented the Board with a verbal monthly report on the DPW, as Working Foreman John Hickey could not make the meeting this evening.

- The DPW has been working short handed..
- The terminal dock has been swept and the additional dock will be put in soon
- DPW spent a lot of time at the campground the month of May in preparation of opening, leveling sites, hauling fill, repairing water breaks and performing pump outs.
- A couple of water breaks on Elizabeth Street have been repaired.
- DPW has been mowing and weed whacking throughout the Village as needed.
- Storm drain on Spring Street has been cleaned out.

Jackie Viestenz of the pH7 Committee thanked the volunteers that came out to help with the annual plantings on May 21st. Mayor Guerin indicated that he will plant the flower boxes on the bridges.

PUBLIC COMMENT PERIOD

Jeff Kelly addressed the Board with regard to the pothole repairs that are needed on Spring Street, as discussed at last months Board meeting. Mr. Kelly informed the Board that he has almost witnessed a couple of accidents as a result of the hazards the potholes

are creating. Mayor Guerin indicated that there is a lot to take care of in the Village at the beginning of and during the spring and summer seasons and that the pot hole repairs on Spring Street and throughout the Village have not been forgotten and are included on the list of items that need to be taken care of.

Hugh Phillips introduced himself to the Board as the new property owner of 28 and 30 Rice Lane. Mr. Phillips expressed his frustration to the Board in working to have the current dwellings on his properties demolished in order to proceed in building just one dwelling. He has been misinformed and confused on numerous occasions while dealing with the New York State Department of Environmental Conservation (NYS DEC) and the Village Code Enforcement Officer, Bill Ball. Mayor Guerin informed Mr. Phillips that Bill Ball is following the rules, and regulations based on the information he receives on the matter and that it is his job as the Mayor, to insure that the laws are obeyed so the Village does not incur a law suit. Mr. Phillips assured the Mayor and Board that he understands the importance of complying with laws. Mayor Guerin further indicated that the confusion originated when the Assessor's office changed the coding of the property but this has since been corrected and the NYS DEC has filed an exemption and has no further say on the matter. Mayor Guerin assured Mr. Phillips that the Village is more than willing to cooperate with the improvements he intends to make with regard to these two properties and is appreciative of him doing so. Mr. Phillips thanked the Mayor and Board for their time and attention to the matter.

Hugh Phillips exited the meeting with Lori Corliss at 7:25 pm, followed shortly afterwards by Tom Finnessey and Jeff Kelly.

Chief Hughes clarified the fact that Mr. Phillips now has permission to demolish the house on his property and Mayor Guerin confirmed that is correct.

BOARD DISCUSSION / REPORTS

Trustee McDonough indicated that she went door to door in May to hand out letters to the Elizabeth Street residents in order to make them aware of the pending Project.

Trustee McDonough further indicated that she has noticed a significant decrease in the speed of the trains traveling through the community and that the Channel 9 program was very knowledgeable. Chief Hughes reported that CP Rail is in compliance with the State however the frequency of their travels through our area will be increasing. Chief Hughes is waiting on a map of the Town campground to add to the Campground Evacuation Plan. Marge Seguin requested a copy of the plan.

Mayor Guerin provided an overview of Friday's progress meeting on the Elizabeth Street Project. The project is on schedule and should be completed by the end of October. The Village will then have an accurate set of plans/maps of the newly installed water and sewer lines to utilize for future reference. Mike Mascarenas is currently looking for a grant that may cover blacktopping and if the Village gets it, the fire house parking lot will be black topped too.

Recurring Old Business: Mayor Guerin provided an update on the anticipated FEMA reimbursement funds for the Campground Restoration Project by indicating that the Village is close to receiving the remaining funds.

Trustee Rich reported that the attorney's are still reviewing the Zoning regulations.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the May 12, 2014 Board minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

Trustee McDonough spoke with Jeremy Tibbett's of Mr. Ding-A-Ling Ice Cream on May 14, 2014 with regard to the concerns the Board addressed at last months meeting. Mr. Tibbett's provided solutions for the concerns that he will implement immediately. Trustee McDonough informed Mr. Tibbett's that he could pick up his vendor's license that afternoon and it was issued upon his arrival.

New Business: The May 2014 Accounts Receivable, Trial Balance and Monthly Water Adjustment Reports were distributed to the Mayor and Board for review.

The Board reviewed the “Water/Sewer Bill Request for Adjustment” that was received and made the following determination:

1.) Michael Wojewodzic, 9 Tobey Street - Approved _____ Denied X

Two Property Maintenance Complaints were received with regard to the properties located at 13 Greeley Lane and the Port Henry dock alongside the pier. Copies have been distributed to the Mayor and Board for review.

The Board reviewed and made determinations on the following documents / matters as follows:

- A letter from Tim Bryant requesting to have the water and sewer unhooked to his property at 3 Star Way.

The Board determined and informed Mr. Bryant who was in attendance, that he will need to arrange to have the water and sewer lines capped, at his expense. The Village will then inspect the matter and upon approval, he will no longer be billed for water and sewer services for his 3 Star Way property.

- An e-mail from Moriah Chamber of Commerce President Tim Bryant, with regard to the schedule and plans for this years annual Labor Day Festival.

The Board reviewed the plans Mr. Bryant submitted and unanimously approved them.

- James Curran submitted a license on May 12, 2014 issued by the Essex County Clerk that certifies he is licensed to hawk, peddle, vend and sell his own goods, wares or merchandise within Essex County, NY, therefore a vendor’s license from the Village in not deemed necessary and was not issued this season in order for Mr. Curran to sell firewood at the campground.

The Board agreed that Mr. Curran and the campground manager will decide/agree on collection arrangements.

- A vendor application was received from Richard Redman on May 27, 2014 to sell firewood at the Village campground. The required documents have been submitted and a license may be issued pending Board approval.

A motion was made by Trustee Rich, seconded by Trustee McDonough to approve the issuance of a Vendor’s License to Richard Redman. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

- The Lake Champlain Bible Church submitted a request in writing on June 2, 2014 to close off Church Street from College Street to the corner of the Church on June 24, 2014 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 Brassard, to approve the Church’s request. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

A \$25.00 donation was received on May 19, 2014 from Karen Pickelle, while attending the memorial gathering for Dick Dickson on May 17, 2014 at the Port Henry beach house. A thank you letter will be sent to Ms. Pickelle.

The Village liability insurance proposals from TD Insurance Company have been presented to the Board for review. A motion was made by Trustee McDonough, seconded by Trustee Brassard, to approve and accept the proposal as presented. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

A motion was made by Trustee Brassard, seconded by Trustee McDonald, to approve the June 9, 2014 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

Abstract Distributions:

General \$20,388.76

Water \$21,774.88

Sewer \$22,802.50

Joint Activity \$1,323.64

Capital \$2,062.42

SECOND PUBLIC COMMENT PERIOD

John Viestenz asked the Board, now that the tax sale (auction) is complete, are there plans for any demolitions on Elizabeth or Spring Street? Mayor Guerin indicated that the Elizabeth Street property owner has until June 13th to pay the back taxes, before the property is offered to the bidder. Tim Bryant indicated that both houses will be torn down on Spring Street. Mr. Viestenz indicated that he asked because the Board previously put the matter on hold until after the tax sale.

A discussion ensued with regard to signs in the Village, future improvements with regard to lighting and sidewalks and potential public transportation from beach to beach, up to Main Street and the Moriah, Mineville and Witherbee hamlets.

Treasurer Monette requested approval from the Board to set up a \$3,000 reserve for an unemployment claim that will be received at the end of June. A motion was made by Trustee Brassard, seconded by Trustee McDonough to approve setting up the reserve. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

Janelle Jurkiewicz suggested the Board consider alternate side of the street parking in the winter months, with regard to the parking ban. Mayor Guerin indicated that the Parking Law will need to be revised and also suggested as a starting point; no parking during storms, on Main, Church and Broad Streets with parking on the sidewalk side of all other streets during storms, then moving to the other side of the street the next day so that side of the street may be cleared.

Phyllis Rounds commented that the campground office was without phone service for a couple of days. Verizon found a frayed wire in the attic and service has been restored.

Mayor Guerin indicated that he has a contact with knowledge regarding obtaining grant funding for wireless internet service at the campground.

Mayor Guerin called for further public comment; there was none.

A motion was made by Trustee McDonough, seconded by Trustee Brassard, to adjourn the meeting at 8:38 pm, at which time the Board entered in to Executive Session to discuss personnel matters. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

ADJOURNED

Denise C. Daly, Village Clerk

