

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: FEBRUARY 9, 2015

TIME: 7:00 PM

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

ATTENDANCE: Janelle Jurkiewicz, Lohr McKinstry and Tim Bryant.

The following documents were distributed to the Board for review prior to the meeting: The February 9, 2015 Meeting Agenda, the December 5, 2014 and January 12, 2015 Board Minutes, the January 2015 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 February 9, 2015 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. Mayor Guerin thanked those in attendance for coming the meeting.

DEPARTMENT HEAD REPORTS

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

PHFD has responded to five (5) calls for 2015: (4) for January, and (1) for February to date.

2015 PESH Report:

(5) Calls:	13.76 Man-hours
OSHA Training:	14.00 Man-hours
Additional Training/Participation:	33.00 Manhours
2015 Total:	<u>60.76 Man-hours</u>

- OSHA Training for February – Surface Ice Rescue Training
- New High Band Mobile Radios installed and programmed by Wells Communication in Chief Hughes' and Assistant Chief Ron Van Slooten's personal vehicles. Boat 29 and other Assistant Chief vehicles yet to be scheduled.
- Chief Hughes attended (8) Hour CP Railway Cold Weather / Ice – Oil Response Training on Friday, February 6th in Plattsburgh, NY.
- Two Port Henry Firefighters, Captain Robert DeFelice and Lieutenant Phillip Smith, have enrolled in CP Railway's "Crude By Rail Training" scheduled for March 16th – 18th in Pueblo, Colorado.
- South siren remains out of service until further notice. Motor unit was removed and transported to International Paper Company where Maintenance Crew has offered to inspect and repair motor.

Chief Hughes indicated that a third Port Henry fire fighter Frank Gilbo, has signed up for the CP Rail Crude by Rail Training Course in Pueblo, CO March 16- 18, 2015. Chief Hughes informed the Board that CP Rail is covering the airfare and accommodations.

Mayor Guerin asked Chief Hughes if CP Rail has made materials available in the event of a crude oil explosion. Chief Hughes indicated that CP Rail has large quantities of foam available that they can disperse in the event of an emergency.

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

- The DPW had four (4) water breaks in the Village this past month on; St. Patrick's Place, Meachem Street, Bulwaga Bay Drive and near the Sunations Tanning Salon.
- The Village DPW Crew worked fifty (50) hours last week and through the weekend; plowing and removing snow.

PUBLIC COMMENT PERIOD

Janelle Jurkiewicz indicated that it is February and she didn't see any mention of the 2015 Campground rates; a brief discussion ensued. The Board scheduled a Special Campground Meeting to coincide with the Special Meeting being held on Friday February 20, 2015 at 9:00 am at the Village Hall, to meet with zoning consultants.

BOARD DISCUSSION / REPORTS

Trustee McDonough offered a Resolution of Condolence on the recent passing of Anna Reynolds' grandmother; Patricia Reynolds.

Recurring Old Business: Update/Status on FEMA reimbursement: 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. Mayor Guerin reported that he spoke with Jim Casey last week who indicated that the Village should receive the blue closeout book by the 15th and then the final check two weeks after that.

Trustee Rich provided an update/status on zoning as follows: seven (7) letters of support for Village Zoning were forwarded to the Essex County Planning Department on January 23, 2015.

The Board will hold two Special (working) Meetings in February to meet with zoning consultants. These will be open meetings and the public is invited to attend however public comment will be permitted at the discretion of the Board. The meetings will be held on: Friday – February 20th at 9:00 am and Tuesday – February 24th at 4:00 pm. Both meetings will be held at the Village Hall located at 4303 Main Street in Port Henry.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the December 5, 2014 and January 12, 2015 Board meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

Mayor Guerin met with Mike Arthur from the New York State Department of Transportation on February 6, 2015 regarding the Village's designated truck route. Mr. Arthur will research the matter and get back to the Village with his findings. Lohr McKinstry indicated that he would inform the other residents on Grove Street of this status.

New Business: The January 2015 Accounts Receivable and Trial Balance Reports were presented to the Board for review. There was no monthly Water Adjustment Report, as no adjustments were made.

Village Elections will be held on **Wednesday**, March 18, 2015 this year. There are two Village Trustee positions up for election as well as the Office of Mayor. Elections will be held at the Port Henry Firehouse located at 14 Church Street in Port Henry and the polls will be open from 12:00 pm to 9:00 pm.

March 6, 2015 is the last day individuals may register with the Essex County Board of Elections to be eligible to vote in the March 18, 2015 Village Elections. To confirm individual registration or to register, please call 873-3474.

Mayor Guerin reminded everyone that absentee ballot applications are available in the Village Office or by contacting the Village Clerk, for those who will be out of town on the day of elections or for individuals that may not be able to make it out to the polls due to health reasons.

The Bond Anticipation Note (BAN) payment for the Campground Restoration Project is due in March. Board permission is needed for the Treasurer to contact the Village attorney to begin the process/paperwork. A motion was made by Trustee Rich, seconded by Trustee McDonald, to grant the Treasurer permission to contact the attorney begin the process. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

A motion was made by Trustee McDonough, seconded by Trustee Brassard to pass a resolution authorizing Mayor Guerin to execute the Water Quality Improvement Project grant application for the Storm Water Abatement and Reconstruction Project. Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich
Nay: None.

By a vote of five to zero, the above listed resolution was duly adopted by the Village of Port Henry Board of Trustees on this 9th day of February, 2015.

The Port Henry Fire Department has submitted a written request with a list of dates that they would like to hold Coin drops on in 2015. The dates (all Saturdays) are as follows: May 23rd, July 18th, September 12th and October 10th. These four dates have been reserved for the Port Henry Fire Department and have been added to the 2015 Coin Drop calendar.

A written request was received on January 28, 2015 from the Town of Moriah Ambulance Squad requesting written permission to hold Coin Drops on the following dates (all Saturdays) in 2015: May 23rd, July 4th and September 5th. May 24th and September 5th are unavailable however July 4th is available, pending Board permission. A motion was made by Trustee McDonald, seconded by Trustee McDonough, to approve the request for the Moriah Ambulance Squad to hold a Coin Drop on July 4th, 2015. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

The Phase II Elizabeth Street Project proposals were opened on Friday February 6, 2015 and recorded as follows:

Engineering Ventures	\$62,590.00
MJ Engineering and Land Survey	\$76,040.00
AES Northeast, LLC	\$24,780.00
LaBombard, PE	\$48,700.00

After discussion and review the Board awarded the project to AES Northeast LLC, by motion from Trustee Rich, seconded by Trustee McDonough, in the amount of \$24,780.00. It was noted that AES Northeast's proposal came in substantially lower than the others due to the fact that AES had already completed the engineering required for this project. Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich.
Nay: None.

By a vote of five to zero, the above listed resolution was duly adopted by the Village of Port Henry Board of Trustees on this 9th day of February, 2015.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the January 26th and February 9, 2015 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

Abstract Distributions:

General \$40,342.92
Water \$11,523.38
Sewer \$648.93
Joint Activity \$10,130.01
Capital \$6,163.20

As a reminder, the Village will be closed on Monday February 16, 2015 in observance of Presidents Day.

The next regularly scheduled meeting of the Village of Port Henry Board of Trustees will be held on Monday March 9, 2015 at 7:00 pm at the Village Hall.

SECOND PUBLIC COMMENT PERIOD

Trustee McDonald asked how many letters of interest the Village has received with regard to the Campground Manager position. Trustee Brassard indicated that we have received five to seven letters to date and that he and Trustee Rich would be interviewing two of the potential candidates in the very near future.

A discussion was held with regard to amenities and improvements at the campground such as; internet service and updating the bathrooms. The Board agreed that these items are necessary before the rates are increased. Tim Bryant offered a couple of suggestions with regard to internet service and the campground manager's position. Jim Hughes brought up the topic of leasing the campground, which has also been discussed in the past.

Trustee Brassard indicated that he locked the Village in with Gateway Energy at \$0.07 cents per kilowatt for one year for electricity, compared to National Grid's rate of \$0.20 cents per kilowatt. Last year the Village paid \$0.09 cents per kilowatt through Gateway Energy.

Janelle Jurkiewicz asked the Board what the cash flow situation was at this time. Trustee Brassard indicated that the water fund is in peril due to amount of water breaks incurred this winter. It was agreed that this has been a hard winter with sub zero temperatures and storms contributing to an increase in overtime for snow removal and water breaks. Ms. Jurkiewicz suggested that the Board touch base with Treasurer Monette with regard to the cash flow situation and that they may want to consider issuing a spending freeze as done in years past, as a precautionary measure.

A discussion ensued and Ms. Jurkiewicz explained the cause of the annual cash flow issues. Jim Hughes asked if it would be prudent to take out another Bond Anticipation Note (BAN) and Ms. Jurkiewicz indicated that the Village has not had to do so the past three years and she does not recommend it, unless necessary. Ms. Jurkiewicz indicated that the General Fund may loan monies to the Water and Sewer funds, but that the Water and sewer funds could not loan monies to the General Fund. Ms. Jurkiewicz further informed the Board that part of the cash flow issue stems from pulling money out of the unexpended fund balance every year to offset an increase in the property taxes; the Board agreed.

Janelle Jurkiewicz indicated that John Viestenz had brought up the topic of placing the Village financials on the website in the past, such as the balance sheet and the income statement. This is something Ms. Jurkiewicz would also be interested in seeing on the website and would be willing to work with Mr. Viestenz and Treasurer Monette to help accomplish such.

Ms. Jurkiewicz asked the Board if any budget meetings have been scheduled to date and indicated that at this time of year the Treasurer usually sends out a letter to the Mayor, Board and all department heads requesting their input and requests with regard to the

upcoming fiscal year budget. The Board decided to incorporate a preliminary budget meeting in with the Special Meeting (after meeting with zoning consultants and the campground meeting) scheduled for February 20, 2015.

Jim Hughes touched upon some items that the fire department will be addressing in the upcoming budget year such as, possibly replacing the 1988 brush truck and the new NFPA guidelines which suggest that turn out gear should be replaced every ten years.

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

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

ADJOURNED

Denise C. Daly, Village Clerk