

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: JANUARY 12, 2015

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich and Treasurer Monette.

ATTENDANCE: Lohr McKinstry, Sue Cook, Harold Bigelow, Janelle Jurkiewicz, Peter Belzer, Colleen Belzer and Linda Smyth.

The following documents were distributed to the Board for review prior to the Board meeting: The January 12, 2015 Meeting Agenda, the December 8, 2014 Board Minutes, the December 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 January 12, 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 and thanked everyone for attending.

DEPARTMENT HEAD REPORTS

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

- Sam Meachem will begin digging in the area of the sewer break on College/Grove Street at the end of this week.
- There was a water break on Grove Street that has since been repaired.
- Maintenance work was performed on plows.
- Trucks blew hoses during last storm.

Chief Hughes was excused from the meeting; Trustee Brassard read aloud the monthly Fire Chief's report provided, as follows:

- PHFD has responded to (89) 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 (9) for December.

2014 PESH Report:

(89) Calls:	877.40 Man-hours
OSHA Training:	323.00 Man-hours
Additional Training/Participation:	1,274.50 Man-hours

2014 Total:	<u>2,474.90 Man-hours</u>
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- Recordable injury (sprained ankle) occurred to Mineville-Witherbee Fire Chief Adam Wright on Saturday morning, December 27th, 2014 during working structure fire at 4818 NYS Route 9N, the Stephen Welch Residence.
- New High Band Mobile Radios installed and programmed on E291, E292, E294, R298 by Wells Communication beginning on December 29th, 2014. Boat 29 and personal Chief/Asst. Chief vehicles yet to be scheduled.
- Engine 294, 1988 Ford F250 Brush Truck, back in service from repair by Port Henry Service Center. Transmission additive added. Carburetor/throttle adjusted.

- Received Membership Application from Mikayla Pooler. Fire Department Interview committee, Fire Board and a majority of members present approved her application on December 11th, 2014. Background investigation performed by Essex County Sheriff's Department. Recommend Village Board approve her application for membership.
- Request permission to re-allocate a portion of Fire Department Capital Reserve Fund towards building bathroom upgrades.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the application for membership to the Port Henry Fire Department for Mikayla Pooler. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none, motion carried.

The Board granted permission to reallocate a portion of the Fire Department Capital Reserve Fund towards bathroom upgrades in the fire house.

PUBLIC COMMENT PERIOD

Lohr McKinstry informed the Board that he feels the current "Truck Route" on Grove Street is dangerous as it runs through a residential area. There are no sidewalks on Grove Street therefore children walk in the street as well as individuals attending services at Harland's Funeral Home and there have been some very close calls with people almost being struck by a truck in this vicinity.

Harold Bigelow seconded Mr. McKinstry's concerns and added that the street is too narrow for the trucks when regular traffic is parked on it. There is also no gravel under the pavement, as a base for the trucks and their weight, which may be contributing to the numerous water breaks on Grove and College Streets. Mr. Bigelow expressed his concerns to the Board with regard to a possible accident occurring between a truck and a pedestrian and wondered if such would pose a liability issue for the Village.

Trustee McDonough indicated that the current truck route was designated by the New York State Department of Transportation (NYSDOT), as a result of two deaths that occurred when the truck route ran down Broad Street. Mr. McKinstry suggested that the Village write a letter to the NYSDOT to see if a study may be performed due to the fact that most trucks are now equipped with modern technologies. Trustee Rich motioned to contact the NYSDOT with regard to this matter and the motion was seconded by Trustee McDonald. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none, motion carried.

Lohr McKinstry, Harold Bigelow, Pete and Colleen Belzer and Sue Cook exited the meeting at 7:20 pm.

John Viestenz submitted an electronic question for the Board due to his being out of Town and inability to attend the scheduled Board meeting; Mr. Viestenz asked what the status is for garbage pick up in the Village once the Town converts to a weigh station in the spring. The Board determined that they will first need to find out from the Town what the exact start date will be and who prints the transfer station stickers for the Town, as the Village may look into selling its own garbage stickers.

BOARD DISCUSSIONS / REPORTS

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.

Update/Status on Zoning Regulations:

- The Board reviewed the Cost Estimates received from consulting firms; The Chazen Company, Community Planning & Environmental Associates and the Laberge Group.

- The Board reviewed the recommended changes to the proposed Comprehensive Plan from the County Planning Department.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to pass a resolution in support of the proposed Comprehensive Plan (with changes) as well as preliminary adoption of the plan, contingent upon additional information provided by a future consulting firm. 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 the 12th day of January, 2015

A motion was made by Trustee Brassard, seconded by Trustee McDonald, to adopt a resolution to support and accept a grant from the Adirondack Park Community Smart Growth Implementation Program, for the purpose of implementing zoning in the Village.

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 the 12th day of January, 2015.

The Board discussed the Campground Manager position and letters of interest received to date. It was agreed that Trustee Brassard will contact one of the potential candidates for an interview as the experience the candidate has listed on the attached resume looks very promising.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the December 8, 2014 Board meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none, motion carried.

Mayor Guerin indicated that he has received word from Anna Reynolds of the Essex County Planning Department that the Village may apply for the Parks and Recreation Grant. Ms. Reynolds also indicated that the Rice Lane Income Survey will be completed for the Community Development Block Grant funding qualifications.

The Phase II funding received from the Community Development Block Grant in the amount of \$100,000 will be used towards the storm water system with the construction of a sidewalk, curb and paving and new water meters on Elizabeth Street.

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

A Water/Sewer Bill Request for Adjustment was received on December 12, 2014 for Account No. 133 and distributed to the Board. After review and discussion, a motion was made by Trustee Brassard, seconded by Trustee McDonald, to deny the request. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none, motion carried

A letter was received from the Lee House Manager; Aran Voss-Hutchins, on December 23, 2014 and distributed to the Board for review. The letter indicates that the insurance company for the Lee House performed an inspection and as a result, the Village is being asked to make repairs to the sidewalk in front of the building where it is uneven. The Board discussed the matter and determined that the sidewalk repair will be budgeted for in the upcoming fiscal year. A letter will be written to the manager indicating that the Village will make the repair in the spring/early summer.

A resolution was made by Trustee McDonough, seconded by Trustee Brassard, to approve and adopt the RFQ for the Elizabeth Street 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 the 12th day of January, 2015.

Village Elections will be held on Wednesday March 18, 2015. There are two Village Trustee positions up for election, as well as the Mayor.

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.

A motion was made by Trustee Brassard, seconded by Trustee Rich, 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, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

A motion was made by Trustee Rich, seconded by Trustee McDonald, to pass a resolution identifying the Port Henry Firehouse, located at 14 Church Street, as the polling place for the March 18, 2015 Village Elections. Polls will be open from 12:00 pm to 9:00 pm. 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 McDonough, to pass a resolution to appoint Patsy McCaughin, John Easter and Mary Gilbo as the certified Election Inspectors for the March 18, 2015 Village Elections. Election Inspectors will be paid at a rate of \$10.00 per hour and Patsy McCaughin will be appointed as Chairperson. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

Trustee Rich indicated that the letters of support on zoning from Village residents should be turned in by January 30, 2015. The Village will contact the Town of Moriah to request a letter of support also.

A motion was made by Trustee McDonald, seconded by Trustee McDonough, to approve the December 29, 2014 and January 12, 2015 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

Abstract Distributions:

General \$42,556.95
Water \$6,129.33
Sewer \$70,413.35
Joint Activity \$9,460.50
Capital \$7,500.00

The Village will be closed on Monday January 19, 2015 in observance of Martin Luther King, Jr. Day.

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

SECOND PUBLIC COMMENT PERIOD

Janelle Jurkiewicz inquired about the Cost of Living (COLA) checks given to Village employees and if such was in the Village budget. Ms. Jurkiewicz also asked if the matter was discussed in a public forum as she did not see any indication of such in the Board minutes. Trustee Brassard indicated that the matter was discussed during a Special Board Meeting held on December 5, 2014. Trustee McDonough indicated that the notes for that

meeting were given to the Clerk just prior to her vacation therefore the official minutes have not yet been prepared. Prior to issuing the checks the Board confirmed with the New York State Comptroller's Office that per Village Law §5-520 (4), one time COLA checks could be issued to Village employees prospective only, if there were sufficient funds within the budget. Trustee Brassard indicated that the Board also confirmed that there were sufficient funds in the current budget (a former employee's annual salary), therefore the Board elected to issue the checks.

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

A motion was made by Trustee Rich, seconded by Trustee McDonough to adjourn the meeting at 8:18 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk