

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: MARCH 9, 2015

TIME: 7:00 PM

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

ATTENDANCE: John Easter, Sandra Lovell, Lohr McKinstry, John Viestenz, Jackie Viestenz, Linda Smyth, Sharon Reynolds and Janelle Jurkiewicz.

The following documents were distributed to the Board for review prior to the meeting: The March 9, 2015 Meeting Agenda, the February 9, 2015 Board Minutes, the February 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 March 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 and thanked those in attendance for coming.

DEPARTMENT HEAD REPORTS

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

- DPW has been busy clearing snow the past month.
- Dealt with numerous water line freeze ups, plugged sewer lines and water breaks.

Trustee Brassard extended a thank you and the Village's sincere appreciation to Dan White and the Town of Moriah Water Department, who have helped the Village with frozen water lines this winter. Trustee Brassard also extended a thank you to Sam Meacham for assisting the Village in hauling dirt on one occasion during the last month.

Mayor Guerin thanked Trustee McDonald for his recent suggestion of keeping track of all labor and materials expended on water freeze ups, in the event that the State should offer any assistance in the future. Mayor Guerin indicated that the suggestion was passed on to Essex County, who passed a resolution to research grant funds that may help cover these costs.

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

- PHFD has responded to twelve (12) calls for 2015: (4) for January, (6) for February and (2) for March to date.

2015 PESH Report:

(12) Calls:	91.33 Man-hours
OSHA Training:	158.00 Man-hours
Additional Training/Participation:	68.50 Manhours
2015 Total:	<hr/> 317.83 Man-hours

- OSHA Training for March – Hand Tools / Power Tools & Scene Safety

- Eight (8) members of the Port Henry Fire Department attended OFPC (16) Hour Ice/Cold Water Rescue course on February 28th and March 1st.
- Chief Hughes attended (3) Hour OFPC Chemical Suicide Training Course in Lewis, NY on March 4th
- Three Port Henry Firefighters, Captain Robert DeFelice, Lieutenant Phillip Smith, and Firefighter Frank Gilbo 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 and inspected by Maintenance Crew. Motor passed bench test. Tom Scozzafava is in the process of rewiring panel, installing breakers, and re-wiring siren to be on isolated circuit.

Chip Perry presented the Board with a verbal report on the Water and Wastewater Treatment Plants as follows:

Water Treatment Plant

- Plant is running well, even with the extra water being run by Village residents to prevent water line freeze ups.
- The filters have been cleaned.
- The Department of Health inspection went very well.

Wastewater Treatment Plant

- May order a couple of new electric motors that have failed due to the extreme cold temperatures this winter.
- Have been helping the DPW as needed with various issues.

Mayor Guerin and Trustee Brassard both thanked Mr. Perry and Mr. Towns for their help and assistance to the DPW this winter.

Mayor Guerin asked if the pH7 Committee had anything they'd like to report. Linda Smyth expressed her concerns to the Board with regard to the amount of debris piling up at some houses located in the Village; it doesn't help encourage business to come to Town. Mayor Guerin informed Ms. Smyth that there are new laws coming down the pike this spring with regard to enforcement and that the Village will work on the issue more as the weather improves.

Jackie Viestenz informed Mayor Guerin that she has the three (3) flower boxes from the upper bridge and is storing them at her house. Mayor Guerin thanked her for doing so.

PUBLIC COMMENT PERIOD

Sharon Reynolds of PRIDE introduced herself and provided the Board with an update on the Main Street Grant as follows: there are a total of six projects associated with this grant. Three have been completed; Tim Bryant's and Mountain Lake Services were major projects and Tom Williams has renovated for two new apartments. Ms. Reynolds indicated that there was a couple thousand dollars left over that was allocated to Jeff Kelly for an insulation project at the old Bryant's building that he recently acquired. The other three projects should be done by July. This grant will end in December 2015 and will hopefully attract the interest of other building owners which would enable the Village to apply for another Main Street Grant in August of 2015.

Ms. Reynolds passed out information to the Board with regard to a conduit for two period lighting poles that will be placed in the park. The lights have been purchased with \$3500 of grant funds and will take approximately 8 to 10 weeks to come in after she orders them. Ms. Reynolds confirmed with the Board that the Village will take care of installing the conduit for the poles and asked for a contact for the conduit; Mayor Guerin indicated that he would get back to her on that. Mayor Guerin indicated that he asked Mac's Market about placing lights on top of their building and never heard back from them. Ms. Reynolds indicated that she did not hear back from Mac's during the first round however she can reach out to them again. Ms. Reynolds informed the Board that she has enjoyed working with the building owners and thanked Frank Martin and the pH7 Committee for their help. Ms. Reynolds exited the meeting at 7:20 pm.

John Viestenz asked the Board what the status is on the information Gary Cooke presented to the Board with regard to Small Cities and the 14th Amendment. Trustee McDonough indicated that the Village Board intends on addressing the matter and a brief discussion ensued. Mayor Guerin indicated that the Board will hold public meetings in the future for further discussion and review of this matter.

Jim Curran entered the meeting at 7:25 pm and informed the Board that there is a study being circulated on consolidation of the three fire departments; Port Henry, Moriah and Mineville-Witherbee. Mr. Curran supports the study as a taxpayer and encouraged the Village Board to do so as well. Mr. Curran indicated that there may be substantial savings as a result of consolidation; the Village could save approximately \$35,000 annually in heating costs associated with the fire department. Mr. Curran further indicated that there may be an opportunity to erect a new centrally located firehouse free of cost, as a result of consolidation and it would also eliminate the need for three separate fire department budgets. Mayor Guerin agreed that it should be looked into to determine if there may be significant cost savings. Sandra Lovell asked where the new fire house would be located and was informed that the Mayor, Supervisor and three fire chiefs would make that determination, when the time came.

BOARD DISCUSSION/REPORTS

Trustee Brassard indicated that Norman Wright was interviewed for the Campground Manager's position. Mr. Wright is a local who knows the area, interviewed well and he'd like to run the snack bar/concession stand in the beach house for the season. Trustee Brassard motioned to hire Norman Wright for the 2015 season, seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

Mayor Guerin and Trustee Brassard met with Greg Cunningham on Friday March 6, 2015, to discuss his interest in opening a Community Youth Center in Port Henry, similar to the one he has established in Schroon Lake. The Youth Center is/would be community driven and volunteer based. Mayor Guerin indicated that a center such as this would be beneficial to the youth in our community and that the Village will have Mr. Cunningham back for a public meeting in the near future.

Trustees McDonough and Rich interviewed zoning consultants on February 20th and 24, 2015, who responded to the Request for Cost Estimates; The Chazen Company, Community Planning and Environmental Associates and the Laberge Group. Trustee Rich provided the Board with an overview of each proposal and based on the interviews and cost estimates, recommends the Village hire Nan Stolzenburg of Community Planning & Environmental Associates. The Village has applied for a NYS Smart Growth Grant to cover costs associated with hiring a consultant to assist and advise on implementing zoning regulations and should receive notification of awarded funding by March 30, 2015. If awarded the grant, the Village's costs to move forward will be budgeted for accordingly. Trustee Staley also indicated that she received clarification that individuals must be Village residents in order to serve on the Zoning Board.

Trustee McDonald complimented Chip Perry on the excellent report the Village received from the New York State Department of Environmental Conservation with regard to the recent inspection of the Waste Water Treatment Plant.

Jim Curran exited the meeting at 7:40 pm.

Recurring Old Business: Mayor Guerin provided an update on FEMA reimbursement as follows: Jim Casey informed the Village on February 20th that the final reimbursement payment for the Campground Restoration Project in the amount of \$188,285.13 is being processed and we can expect payment within 7 to 14 business days.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the February 9, 2015 Board meeting minutes. Yes; Mayor

Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

A letter was received on February 23, 2015 from Michael Arthur of the New York State Department of Transportation with regard to Village Truck Route. Mayor Guerin read the letter aloud and it was noted that based on a 10 year accident history report, the DOT does not recommend modifying the truck route.

The 2015 Coin Drop Schedule was distributed to the Board to date on February 12, 2015 as follows:

May 23	PHFD
July 4	Moriah Ambulance Squad
July 18	PHFD
September 12	PHFD
October 10	PHFD

A letter was received on March 9, 2015 from the Moriah Distinguished Young Women's Program, requesting to hold a Coin Drop on Saturday April 4, 2015. After review and a brief discussion a motion was made by Trustee Brassard, seconded by Trustee McDonald, to approve the request. 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 to adjust Village resident's water usage fees for those users who exceed normal usage, back to last winters usage, for the May 2015 water billing, due to the Village asking residents to run their water from February until further notice in order to prevent water line freeze ups. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

CAMPGROUND: as a result of the February 20, 2015 Special Meeting, the revised 2015 Campground Rate Sheet was distributed to the Board on February 23, 2015. The following changes were made:

Lakefront seasonal sites increased from \$1675 to \$1800
Non-Lakefront seasonal sites increased from \$1405 to \$1525
Nightly transient sites increased from \$40 to \$50

Based on last year's dates, the Board has designated the following 2015 season opening and closing dates for the campground and beach:

Campground: Open: Friday May 8th
Close: Sunday October 4th

Beach: Open: Saturday June 20th
Close: Sunday August 30th

The two lifeguards from last season will be hired for the 2015 season at a rate of \$12.00 per hour per a resolution passed at the February 20, 2015 Special Meeting.

The Board discussed and decided to advertise for a third lifeguard for the 2015 season at a rate of \$10.00 per hour by motion from Trustee McDonough, seconded by Trustee Rich. . Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

A brief discussion ensued with regard to the Board looking into offering wireless internet service (Wi-Fi) at the Village campground this season. Linda Smyth indicated that the Town does not provide free internet, the campers pay for the service directly to the internet provider. Trustee Brassard informed the Board that Governor Cuomo just announced incentives for Wi-Fi. Mayor Guerin suggested placing such on the North End Pump Station, west of the railroad tracks to avoid having to involve CP Rail.

Mayor Guerin announced that **Village Elections** will be held on **Wednesday March 18, 2015** at the Port Henry Firehouse and polls will be open from 12:00 pm to 9:00 pm. The following offices, terms and candidates will appear on the March 18th ballot:

Office of Mayor - Two year term.

Candidates: Ernest Guerin and John Sheldon.

Trustee - Two year term (two offices to be filled)

Candidates: Matthew Brassard and Staley Rich.

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

A letter from the Treasurer was distributed to the Board and all Department Heads on February 10, 2015 requesting budget estimates for the June 1, 2015 – May 31, 2016 fiscal year budget.

The Board scheduled a Budget Workshop/Special Meeting on Friday March 27, 2015 at 10:00 am at the Village Hall, for the fiscal year budget of June 1, 2015 through May 31, 2016.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, authorizing former Treasurer Janelle Jurkiewicz to assist with this year's fiscal budget and to be paid accordingly for her time. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

The Village of Port Henry Board of Trustees will hold their Annual Organizational Meeting on Monday April 13, 2015 at 6:30 pm, by motion from Trustee Brassard, seconded by Trustee Rich. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

The Board was presented with proposed Local Law No. 1 of 2015; Tax Cap Law, to override the tax levy limit established in General Municipal Law 3-C and Local Law No. 2 of 2015; Extending the Moratorium on Street Level Residential Development in a Portion of the Village of Port Henry, on February 23, 2015 for review. The Board scheduled a Public Hearing's for both proposed local laws prior to the April 13th Board Meeting, beginning at 6:45 pm at the Village Hall, by motion from Trustee McDonough, seconded by Trustee McDonald. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

A Resolution is needed to determine that proposed action to incorporate the reconstruction of the storm system and sidewalk on Elizabeth Street is otherwise precluded from additional environmental review under the State Environmental Quality Review Act (SEQR) Environmental Conservation Law, Article 8. The resolution was offered by Trustee Brassard, seconded by Trustee McDonough. 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 March, 2015.

The Board scheduled a Public Hearing on the awarded Community Development Block Grant for the Phase II Elizabeth Street Project on Friday March 20, 2015 at 10:00 am at the Village Hall by motion from Trustee Brassard, seconded by Trustee McDonald. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

Mayor Guerin indicated that after the Public Hearing listed above is held, the project will be put out to bid. The next round of CDBG applications for the Rice Street Project deadline is late fall of 2015. After going door to door to explain the project and necessity

for the Income Survey, the Village received 17 completed Income Surveys out of the 18 that were distributed.

A 30 Day Advance Notice to a Municipality was received on February 19, 2015 via certified mail from the Knights of Columbus with regard to renewing their liquor license with the New York State Liquor Authority. The Notice will remain on file in the Office of the Village Clerk.

A motion was made by Trustee McDonald, seconded by Trustee McDonough, to approve the February 23rd and March 9, 2015 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor, motion carried.

Abstract Distributions:

General \$42,669.56
Water \$48,379.74
Sewer \$23,824.13
Joint Activity \$5,884.87
Trust & Agency \$1,286.44
Capital \$514,935.29

SECOND PUBLIC COMMENT PERIOD

Chip Perry asked the Board if they were going to surplus the 1998 Ford Ranger that was formerly used by the Water and Wastewater Departments. Mayor Guerin indicated that it may be used at the campground for pump outs this season. Mr. Perry informed the Mayor and Board that the Ranger will require approximately \$1,000 in repairs; the frame is shot and it is in worse shape than the Dodge that has been used in the past at the campground. Mayor Guerin indicated that both trucks will be looked at to determine which one will be used at the campground and the other will be surplus.

Linda Smyth commented that the chemical smell in the room was too strong. Ms. Smyth was informed it was Pine Sol that is used for cleaning purposes and that the Board room was just cleaned that afternoon.

Jackie Viestenz informed the Board that she would like to see a budget meeting held in the evening for the public to attend. The Board indicated that at least one budget meeting would be held in the evening.

John Viestenz indicated that he supports the efforts the Board has taken in instructing residents to run their water to avoid water line freeze ups however this will ultimately contribute to more debt for the water fund. Trustee McDonald pointed out that any water overages should also be kept track of for possible future grants.

Chief Hughes commended the Board for their efforts in pursuing and securing numerous grants for the Village and asked if the Median Household Income (MHI) had ever been corrected to reflect more accurate figures. Mayor Guerin indicated that the Village will most likely perform its own income survey street by street. Mr. Perry indicated that the data collected is good for two years.

Chief Hughes addressed the Board with regard to the condition of the fire house; it is in sad shape. Somehow the money needs to be found to preserve the building; it needs new windows and weatherization. Chief Hughes indicated that he has been searching for available grants to cover the costs however the grants hinge on the MHI, therefore he will be adding these items to the budget list.

Chief Hughes also informed the Board that there is a lot of garbage and debris located at 11 Henry Street. Mayor Guerin asked that he complete and file, a Property Maintenance Complaint Form and Chief Hughes indicated that he would do so.

Janelle Jurkiewicz asked if the Run Water Notice could be removed now that the temperatures are warming up. Trustee Brassard indicated that the Village will encourage residents prone to

freeze ups to continue running their water until further notice, as the frost is about five feet in the ground this year and it will go even deeper as it begins to thaw. Janelle Jurkiewicz asked if the Board will allow for some flexibility in billing users last winters rates if their usage is actually lower and Trustees Brassard indicated; yes, of course.

For budget purposes, Janelle Jurkiewicz asked if the Board will be hiring a maintenance person for the campground this year. Trustee Brassard indicated yes, and at the same rate as last year.

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

A motion was made by Trustee Rich, seconded by Trustee McDonough, to adjourn the meeting at 8:25 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Rich. No; none. All in favor; motion carried.

ADJOURNED

Denise C. Daly, Village Clerk