

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: MAY 11, 2015

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonald and McDonough, Clerk Daly, Treasurer Monette, Water and Wastewater Treatment Plant Operator; Carl (Chip) Perry, DPW Deputy Superintendent Daniel (Digger) Laing and Champ RV Park Manager; Norman Wright and Tammy McCarthy.

ABSENT: Trustee Rich.

ATTENDANCE: Lohr McKinstry, Margaret Parah, Sandra Lovell, John Viestenz, Jackie Viestenz, Sue Cook, Harold Bigelow, Janelle Jurkiewicz, Ann Tesar, Phil Smith, Terry Woods and companion.

The following documents were distributed to the Board for review prior to the meeting: The May 11, 2015 Meeting Agenda, the March 27th and April 13, 2015 Board Minutes, the April 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 May 11, 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

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

PHFD has responded to twenty-one (21) calls for 2015: (4) for January, (6) for February, (3) for March, (5) for April and (3) for May to date.

2015 PESH Report:

(21) Calls:	150.39 Man-hours
OSHA Training:	319.00 Man-hours
Additional Training/Participation:	197.50 Manhours
2015 Total:	<hr/> 666.89 Man-hours

- OSHA Training for May: – Hydrants, Ladders, Operations
- SCBA Mask FIT Testing was performed by Jim Curran, Essex County HAZMat Coordinator, at Port Henry Station on May 6th, 2015.
- Captain Phil Smith Report - CP Railway's "Crude by Rail Training" on March 16th – 18th in Pueblo, Colorado.
- Chief Hughes attended 2 hour Task Force Tip Nozzle demonstration at Ticonderoga Fire Department on May 2nd, 2015. Representative visited Port Henry Station to inspect nozzle inventory and offer suggestions on May 6th.
- Chief Hughes and 3rd Assistant Chief Rob DeFelice attended 3 hour OFPC Company Officer Training Workshop – Firefighter I in Lewis, NY on May 6th, 2015.

- Three (3) Port Henry Firefighters (Jeffrey Maness, Curtis Prevette, and Dan Williams) are enrolled in OFPC 104 hour Firefighter I course starting on May 11th, 2015.
- PHFD received \$1000.00 Award on April 27th, 2015 from International Paper Company Foundation for purchase of STIHL Cutquik Cut-off Tool. Tool has been purchased and is now in service.
- 2014 Assistance to Firefighter's Grant – Awards are in process – no news on department award.
- South siren will be re-installed this week. Huge thanks to Tom Scozzafava for completely updating, re-wiring and isolating siren circuit atop Town Hall.
- Request Village Board accept and approve PHFD new member applications from Christopher Lee and Travis Gimmler.

Trustee Brassard motioned to approve the two Port Henry Fire Department membership applications for Travis Gimmler and Christopher Lee, both of which were reviewed and approved by the Port Henry Fire Board and membership. Trustee McDonough seconded the motion. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

Port Henry Fire Department Captain Phil Smith provided a verbal presentation on the recent Crude by Rail training he attended in Colorado from March 16th – 18th. Mr. Smith indicated that CP Rail paid for the course/training that was instructed by federal representatives however CP Rail was not in attendance and therefore provided no influence on the subject matter. Mr. Smith informed the Board and public that should a derailment occur in Port Henry most are under the impression that there would be an explosion and major damage. Mr. Smith indicated that the rail cars will not explode however the 30,000 gallons of oil would spill out and burn but would be contained to that area only. It would take approximately 14-16 hours for it to burn before the fire department could fight the fire; they'd have to wait for foam from the nearest response team, that are stationed up and down the east coast. Mr. Smith assured all that the Port Henry Fire Department will have a team ready in the event of a derailment and commended Chief Hughes for extending the training and education with regard to preparation for such an event. Mayor Guerin thanked Phil Smith for the presentation.

Chief Hughes informed the Board that he recently received word but it hasn't been released yet, from the NYS Office of Fire and Prevention Control (OFPC) that foam trailers will be strategically located along the rails for mobilization in the event of an emergency; preliminary maps indicated one will be located in Ticonderoga and a second one will be located at the Ticonderoga Fire Station. Mayor Guerin thanked Chief Hughes for the update and his efforts in providing training and information with regard to this matter. Chief Hughes and Phil Smith excused themselves from the meeting at 7:15 pm.

Trustee Brassard introduced the Champ RV Park & Campground Manager; Norman Wright, and Tammy McCarthy. Ms. McCarthy presented the Board with a verbal report on the campground as follows:

- There are currently 35 seasonal campers at the campground.
- \$8,100 was collected in unpaid seasonal site fee's upon check in to the campground.
- A pizza party/meet & greet, was held the evening of opening day; on May 8th.
- Baked goods from a local bakery will be provided for campers on Sunday May 10th, in honor of Mothers day.
- A Pot luck dinner has been tentatively scheduled for May 23rd to include games, activities and a 50/50 raffle.

Daniel (Digger) Laing introduced himself as the newly appointed DPW Deputy Superintendent and provided the Board with a verbal report on the DPW for April 2015 as follows:

- The DPW hauled materials from the stockpile, as quite a bit of material was borrowed from the Town, who was nice enough to give it to us.

- Opened streets and roads back up where water and sewer breaks had occurred.
- Installed the water meters at the beach/campground; they are up and running.
- Prepared and opened the campground and beach for the 2015 season.
- Collected garbage and recyclables as scheduled.
- Began sweeping streets in the Village in early May.

Mr. Laing informed the Board that there is a collapsed sewer line on Tobey Street near the intersection of Route 9N. Mr. Laing is in the process of scheduling the Town of Ticonderoga to jet the line on Route 9N, and all the way to Tobey Street, then camera the line to determine if it can be sleeved, as a more cost effective repair. If not, repairs could become very costly with regard to this matter. In the meantime, Adirondack Waste has been pumping out the sewer line twice a week now that Gene's Hot Dog Stand has opened and given the amount of rain we've recently acquired, in an effort to prevent an overflow. Mr. Laing indicated that he should be able to schedule the Town of Ticonderoga to assist with this issue by the end of the month.

Chip Perry provided a verbal report for the month of April as follows:

Wastewater Treatment Plant

- Plant is running well
- A couple of pieces of equipment need to be replaced
- Treatment wise; under permit limits

Water Plant

- Plant is running well with no equipment failures
- Water meters were read for the May billing – residents want to know when the new water meters will be installed; what is the status of this project?

The pH7 Committee reported that the annual planting will take place in the Village on May 19, 2015. Mr. Laing indicated that the DPW will get the flower boxes out of storage.

PUBLIC COMMENT PERIOD

Lohr McKinstry addressed the Board and indicated that he was there to represent the resident's of Grove Street with regard to continued discussion on the truck route. Mr. McKinstry quoted the letter received from the NYS Department of Transportation (DOT) as follows: "NYS DOT cannot speak to any operational concerns or preferences of the residents of these streets. The decision to modify or eliminate the truck routing is ultimately up to the Village to decide since these are village streets." Mr. McKinstry asked the Board to discuss the matter and consider eliminating the truck route at next months Board meeting.

A discussion ensued with regard to re-routing the truck route down Broad Street and it was noted that a few parking spots on Main and Broad Streets would need to be eliminated in order for tractor trailer trucks to be able to make the turn safely around the traffic circle when heading north on Route 9N.

Harold Bigelow reiterated his concerns to the Board with regard to the truck route on Grove Street. Mayor Guerin indicated that the DOT will not commit to a decision on the matter as they do not want to be accountable for maintenance of the street.

The Board expressed concern with regard to safety on re-routing the trucks down Broad Street and bringing Grove Street up to the appropriate grade and level to accommodate tractor trailers could prove costly. Mayor Guerin indicated that the Board will review the matter and attempt to come up with an acceptable solution for all.

Lohr McKinstry, Sue Cook, Harold Bigelow, Terry Woods and a gentleman accompanying Ms. Woods excused themselves and exited the meeting at 7:40 pm.

Mayor Guerin indicated that the Village has been trying to create more parking on Main Street and is certainly not in favor of eliminating any more parking spaces as a result of re-routing trucks down Broad Street.

Ann Tesar asked the Board why the recent hire of a fifth DPW member has not been recorded in the minutes. Ms. Tesar was informed that if it was not recorded, it was an oversight. Trustee Brassard indicated that Thomas Slattery was hired at the end of January as a DPW temporary, emergency hire.

BOARD DISCUSSION / REPORTS

Trustee Brassard reported that the campground opening on May 8th went very smoothly and was the best one in five years. There was a problem with some young kids throwing rocks at the beach house and bathrooms and the police were contacted. Paul Salerno is finishing up the renovation on the 4th bath house and it is coming along very nicely.

Recurring Old Business: The Village received the final reimbursement payment from FEMA in the amount of \$188,285.13 on March 16, 2015; for the Campground Restoration Project. The remaining amount due on the loan for this project will be paid in full this month.

Trustee McDonough read the Report on Zoning submitted by Trustee Rich: NYS will not be dispersing funds for the grant until after July 1, 2015.

Trustee Rich has been in contact with Nan Stoltzenburg and has forwarded several documents to help with preparation of the contract. Anna Reynolds from Essex County Planning has also forwarded some documents to Trustee Rich that she had in her files and they will be passed on to Ms. Stoltzenburg also.

Trustee Rich suggested advertising for individuals to serve on the Planning Board and indicated that there is one interested candidate. The Planning Board will consist of five members.

There are three community members that have tentatively agreed to serve on the Zoning Board of Appeals. If all volunteers follow through, this board will be deemed full with three members.

On another note, Trustee Rich has also been in touch with Essex County Planning with regard to a grant for Waterfront Revitalization and has been assured that brainstorming is in works for the Village of Port Henry. Trustee Rich will report more on this as things shape up.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the March 27th and April 13, 2015 Board Meeting minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

The 2014 Annual Water Quality Report for the Village of Port Henry was published in The Times of Ti on April 25, 2015. The New York State Department of Health was notified of such and the required document was mailed. A copy thereof will remain on file in the Village office for public inspection during normal business hours. The report is also posted in the Village hall and on the website; porthenrymoriah.com.

New Business: The April 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.

The bids for the Elizabeth Street Phase 2 Project were publicly opened and read aloud on May 6, 2015 at 10:00 am. After review and recommendation from the project engineer; AES Northeast, the Board adopts a Resolution to award the project to Stephen E. Fuller Excavating, Inc., who is deemed the lowest responsible bidder, in the amount of 179,400 by motion from Trustee McDonald, seconded by Trustee McDonough. Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonald and McDonough.

Nay: None.

Absent: Trustee Rich

By a vote of four to zero, the above listed Resolution was duly adopted by the Village of Port Henry Board of Trustees on this 11th day of May, 2015.

The Village has been awarded \$500,000 in funding from the NYS Department of Environmental Conservation's Water Quality Improvement Project, for the Manhole 13 Stormwater Abatement and Reconstruction Project. A motion was made by Trustee McDonough, seconded by Trustee Brassard, to put the Manhole 13 Reconstruction Project out to bid. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

Personnel changes were recently made in the DPW; effective April 13, 2015, John Hickey stepped down as the Working Foreman and Daniel Laing stepped up.

The Board has since decided to abolish the position of Working Foreman and re-create the position of Deputy Superintendent of Water and Streets. The Mayor appointed Daniel (Digger) Laing to this position effective May 1, 2015.

A Description of Duties has been presented to Mr. Laing from the Village of Port Henry outlining his job responsibilities as the Deputy Superintendent of Water and Streets, as well as his pay rate for the new position. Per the description Mr. Laing will be an hourly employee of the Village and no overtime will be permitted for this position. Any work beyond 40 hours per week shall be put towards compensation time which can be accrued up to 60 hours. Any compensation hours accrued beyond 60 will be on a use it, or lose it basis. Mr. Laing will no longer be a member of the bargaining unit (Teamster's Local 294) and will fall under the Village's Employee Policy only. Given the additional responsibilities and conditions of the job title as outlined in and per the Description of Duties, Mr. Laing's hourly rate will be increased to \$22.00 an hour effective this 11th day of May 2015, by motion from Trustee McDonough, seconded by Trustee Brassard. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

A motion was made by Trustee McDonald, seconded by Trustee McDonough, to approve the May 2015 Water and Sewer billing in the amount of \$231,593.57 for the period of November 1, 2014 through April 30, 2015. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

A written request to hold a Coin Drop on August 15, 2015 was received from the Lake Champlain Fish and Game Club on April 20, 2015. The Clerk has confirmed that August 15th is available and the Board approved the request by motion from Trustee Brassard, seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

A completed Vendor Permit Application, the fee of \$25.00 and the required insurance information were received from Rich Redman on April 22, 2015, for the purpose of obtaining a Vendor permit to sell firewood at the campground. The Board approved Mr. Redman's application for a Vendor Permit for the 2015 season by motion from Trustee Brassard, seconded by Trustee McDonald. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

It was noted that Jim Curran has a permanent Vendor License from Essex County to sell firewood and that Norman Wright may apply for a Vendor Permit to sell firewood also.

A completed Vendor Permit Application, the fee of \$25.00 and the required insurance documents, were received on May 7, 2015 from Keystone Fireworks, for the purpose of selling NY legal sparkler devices and July 4th novelties at 4242 Main Street (The old Wheelock garage) from June 25th through July 5, 2015. A letter granting permission for

such activity was included from the property owner of 4242 Main Street. The Board approved the application for a Vendor's Permit by motion from Trustee McDonald, seconded by Trustee Brassard. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

The Board scheduled a Special Meeting for Friday May 29, 2015 at 10:00 am at the Village Hall to approve payment of the current fiscal year end bills and budget transfers, by motion from Trustee Brassard, seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

A motion was made by Trustee Brassard, seconded by Trustee McDonald, to approve the April 27th and May 11, 2015 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

Abstract Distributions:

General \$32,281.57
Water \$26,720.40
Sewer \$4,525.76
Joint Activity \$17,566.05
Trust & Agency \$1,608.05
Capital \$7,500.00

SECOND PUBLIC COMMENT PERIOD

John Viestenz asked if the Village appointed two newspapers this year for advertising purposes. Mr. Viestenz was informed that yes; both the Press Republican and The Times of Ti are the official newspapers of the Village of Port Henry. Mr. Viestenz asked what the impact of the Press Republican no longer circulating in the area will be. Mayor Guerin indicated that the Village will continue to utilize both publishing companies as needed and required.

Janelle Jurkiewicz asked if the \$500,000 grant for Manhole 13 requires matching funds from the Village. Ms. Jurkiewicz was informed that it does not.

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

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to adjourn the meeting at 8:11 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald and McDonough. No; none. Absent; Trustee Rich. All in favor, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk