

PUBLIC HEARING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: NOVEMBER 9, 2015

TIME: 6:45 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough and Tom, Deputy Superintendent of Water and Streets; Daniel (Digger) Laing, Chief Water and Wastewater Operator; Carl (Chip) Perry, and Port Henry Fire Department Chief; Jim Hughes.

ABSENT: Trustee McDonald.

ATTENDANCE: John Easter, Amanda Lovell, Sandra Lovell, Ann Tesar, Sue McHone and Janelle Jurkiewicz.

Mayor Guerin called the second Public Hearing to order at 6:47 pm.

Mayor Guerin indicated that the purpose of the Public Hearing was to present proposed Local Law No.4 of 2015; Animal Control Law of the Village of Port Henry, to the public for review and comment.

The proposed Local Law was distributed to the Board on September 18, 2015 and a copy thereof is on file in the Office of the Village Clerk and will remain open for public inspection during regular office hours. Copies of the proposed Local Law were also made available to those in attendance.

Mayor Guerin provided a brief overview of the Animal Control Law.

PUBLIC COMMENT PERIOD

There were no comments from the public.

A motion was made by Trustee Brassard, seconded by Trustee Tom, to adjourn the Public Hearing at 6:58 pm. Yes; Mayor Guerin, Trustees Brassard, McDonough and Tom. No; none. Absent: Trustee McDonald, the motion carried.

ADJOURNED

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Denise C. Daly, Village Clerk

REGULAR MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: NOVEMBER 9, 2015

TIME: 7:00 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom, Treasurer Monette, Deputy Superintendent of Water and Streets; Daniel (Digger) Laing, Chief Water and Wastewater Operator; Carl (Chip) Perry, and Port Henry Fire Department Chief; Jim Hughes.

ATTENDANCE: John Easter, Amanda Lovell, Sandra Lovell, Ann Tesar, Sue McHone and Janelle Jurkiewicz.

The following documents were distributed to the Board for review prior to the meeting: The November 9, 2015 Meeting Agenda, the October 13, 2015 Board Minutes, the October 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 November 9, 2015 Board Meeting file located in the office of the Village Clerk.

The Meeting Agenda was also made available to those in attendance and posted on the website at [www.porthenrymoriah.com](http://www.porthenrymoriah.com).

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

Chip Perry provided the Board with a verbal report for October 2015 as follows:

- Mr. Perry met with AES Northeast and Manfred Construction and engineers, with regard to the Manhole #13 project; we are looking at a six week time frame.
- All is well with the Water and Wastewater treatments plants.
- Mr. Perry indicated that the Board needs to decide what to do with the 1998 Ford Ranger as he wants to clean up the area.

The Board determined that the 1998 Ranger will be put out for surplus.

Digger Laing presented the Board with a verbal report on the DPW for the month of October 2015 as follows:

- Water meters were read for the November 2015 Water and Sewer billing.
- A sewer plug on Lewald Street was jetted and repaired.
- 400 tons of asphalt was used on Spring Street to re-pave the road upon completion of project.
- 300 yards of sand was recovered from the pier and used at the campground, resulting in an approximate savings of \$2,000.
- Trucks have been serviced for winter.
- A two inch water service was installed to Tim Bryant's property located on Star Way; Vellano Brothers performed the tap.
- New tires were purchased and installed on the pick up and dump trucks.
- 10.5 yards of concrete was used to install a new handicap accessible ramp at the entrance to George's restaurant.
- 2 yards of concrete was used on Broad Street
- All storm drains were cleaned.
- The lights in the park will be installed this month.

Chip Perry indicated that CPR training needs to be scheduled for the Village DPW and Water/Wastewater operators. Their current certificates expired about three weeks ago. Holly Mitchell will be contacted regarding such.

Chief Hughes read the September 2015 Chief's Report aloud as follows:

- PHFD has responded to fifty-five (55) calls for 2015: (4) for January, (6) for February, (3) for March, (5) for April, (6) for May, (6) for June, (7) for July, (7) for August and (8) for September, (2) for October and (1) for November to date. Average response time: 3.14 minutes; Average number of responders: 8.96.

2015 PESH Report:

(55) Calls:	466.70 Man-hours
OSHA Training:	904.00 Man-hours
Additional Training/Participation:	957.50 Man-hours
2015 Total:	<hr/> 2,328.20 Man-hours

- Training: OSHA Training for November: – Blood borne Pathogens.
- Firefighters Jeffrey Maness and Curtis Prevette successfully completed OFPC (104) hour Firefighter I training course and graduated on October 24<sup>th</sup>, 2015.
- Chief Hughes and Lieutenant Gary Badore successfully completed (16) hour OFPC Accident Victim Extrication Course on November 7<sup>th</sup>, 2015.
- Maintenance Items: Century Fire Apparatus performed Annual Pump Testing on Engine 291 and Engine 292 on October 23, 2015. Each passed successfully. Annual Ladder Testing scheduled to be performed by Fire Service Safety Testing on November 16, 2015.
- Grants: Assistance to Firefighter’s Grant Update: Proposal to change scope of grant award disallowed by FEMA. Sixteen (16) Scott X3 Air-paks ordered as planned.

PUBLIC COMMENT PERIOD

Janelle Jurkiewicz addressed the Board with regard to the Village plowing and maintaining the condition of private roads in the Village. This is considered a “gift of services” per New York State. The Board decided to craft a letter to residents residing on all private roads in the Village to explain the situation.

Jim Hughes addressed the Board with regard to a major water leak in District No. 3 and indicated that water meters should be installed.

BOARD DISCUSSION/REPORTS

Mayor Guerin indicated that a response letter was received from the NYS DOT with regard to the Village’s request to have the speed limit reduced to 20 mph on Main Street. The NYS DOT denied the request; the speed limit will remain 30 mph. Trustee Brassard suggested copying the Town and State Police as well as the County Sheriff’s Dept. on the letter asking for their support in enforcing the speed limit.

Trustee McDonough indicated that she and Trustee Brassard met with the Village’s health insurance representative from Burnham Financial Services with regard to the 2016 employee health insurance plan. There is an annual increase of 9.3% and the employees have been informed. The Board recommended setting up an HRA account for impatient costs at a reimbursement rate of 50%. Motion made by Trustee Brassard, seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

Trustee Brassard reported on the Campground. Digger Laing indicated that the septic system will need to be worked on.

The Board discussed the work hours for the Treasurer and Clerk. A motion was made by Trustee McDonough and seconded by Trustee Brassard to provide the option of increasing their hours from 30 to 37.5 as needed, effective November 16, 2015 and as a result of the extra work brought on by the ongoing dissolution. The office will remain open from 8:00 am to 4:00 pm, Monday through Friday. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

Trustee McDonough mentioned the Tower Point Agreement and asked what the Boards consensus was on taking the lump sum payment, or installments. The Board determined that the Village and Town need to agree on the option and are currently waiting to hear back from Supervisor Scozzafava on the legalities.

Notice was received October 13, 2015 from the New York State Office of Parks, Recreation and Historic Preservation. The Village application for the Environmental Protection Fund Municipal Grant determined to be ineligible and therefore denied. The Board planned on using the grant funds to purchase property on Broad Street and convert it to a public parking lot.

**Old Business:** A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the October 13, 2015 Board Minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

The Village will be closed on Wednesday, November 11, 2015 in observance of Veteran's Day.

**New Business:** The October 2015 Accounts Receivable, Trial Balance and Unpaid Property Tax Reports were presented to the Board for review. There is no Monthly Water Adjustment Report for October 2015, as no adjustments were made.

The Board determined that there are no changes to be made to proposed Local Law No. 4 of 2015: the Animal Control Law of the Village of Port Henry. A motion was made by Trustee Tom, seconded by Trustee McDonald, to pass a resolution to adopt the law.  
Vote:

Aye: Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom  
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 9<sup>th</sup> day of November, 2015.

The Village was advised that Springbrook/Accela; formerly known as KVS, will no longer provide support for the EOS Accounting software effective December 31, 2015. Sue Southworth has submitted a proposal to provide support for a fee of \$1,800.00 per year, beginning January 2016. After discussion a motion was made by Trustee Brassard, seconded by Trustee McDonough, to accept and approve the proposal. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough, and Tom. No; none. All in favor; motion carried.

The CP Rail "Christmas Train" will be making its annual stop at the train station in Port Henry on Sunday, November 29, 2015 at 4:45 pm. Non-perishable food donations will be accepted by the Town of Moriah Food Pantry.

A written request was received from Debbie Henry on behalf of the Friends of the Sherman Free Library, for permission to place a sign in the traffic circle again this year to advertise for the Holiday Bazaar on November 14, 2015. There are other locations on Village property that they would like to post signs on also, on the day of the Bazaar. The Board unanimously approved the request.

A letter was received from the Van Slooten Harbor Marina, Inc. on November 4, 2015, requesting a credit/refund of past charges and was distributed to the Board for review. After discussion a motion was made by Trustee Brassard, seconded by Trustee Tom to decline the request for a refund for past charges. The Board also determined that the meter has not been read due to a confined space issue. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the November 2015 Water and Sewer billing in the amount of: \$246,170.00 (\$130,815.00 Water/\$115,360.00 Sewer) for the billing period of May 1, 2015 to October 31, 2015, as presented. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

A motion was made by Trustee Tom, seconded by Trustee Brassard, to approve the 2015 Property Tax Re-levy in the amount of \$133,822.85, as presented. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

The Board requested that the December 1<sup>st</sup> deadline to have water service shut off for the May 2016 billing, be posted on the website.

A motion was made by Trustee McDonough, seconded by Trustee McDonald, to approve the October 26<sup>th</sup> and November 9, 2015 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

Abstract Distributions:

General \$42,814.66

Water \$34,958.52

Sewer \$5,666.62

Joint Activity \$21,248.54

Capital \$2,836.58

SECOND PUBLIC COMMENT PERIOD

A discussion ensued with regard to the Tower Point Agreement.

The Board will request an update from the attorney with regard to the status of the easements with regard to the Manhole #13 project for Chip Perry, by Friday's meeting.

The next regularly scheduled Board Meeting will be held on Monday December 14, 2015 at 7:00 pm at the Village Hall.

A motion was made by Trustee McDonough, seconded by Trustee Tom, to adjourn the meeting at 8:15 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

ADJOURNED

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Denise C. Daly, Village Clerk