

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: SEPTEMBER 14, 2015

TIME: 7:00 PM

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

ATTENDANCE: Jackie Viestenz, John Viestenz, Janelle Jurkiewicz, Ann Tesar, Margaret Parah and Sandra Lovell.

The following documents were distributed to the Board for review prior to the meeting: The September 14, 2015 Meeting Agenda, the July 31st and August 10, 2015 Board Minutes, the August 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 August 10, 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

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

- DPW had a very busy month.
- The drinking water dam was cleaned; Mr. Laing thanked Chief Hughes and the Port Henry Fire Department for the use of the truck.
- Two collapsed sewer lines were repaired; one in front of the Mobil station on Main Street and the second on Grove Street.
- Prepared and set up for the annual Labor Day celebration and parade.
- Mowing and trimming as needed.
- The Spring Street Water Line Replacement Project was started on 9/14/15; 1800 feet of temporary one inch water line was run and connected to three fire hydrants to supply residents with water. The lines may be disconnected if need be in the event of a fire or emergency.

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

- PHFD has responded to fifty (50) 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 (6) for September to date.

2015 PESH Report:

(50) Calls:	416.79 Man-hours
OSHA Training:	538.00 Man-hours
Additional Training/Participation:	844.50 Man-hours
2015 Total:	<hr/> 1,799.29 Man-hours

- OSHA Training for September: – Jaws of Life Training.
- Chief Hughes, upon request, met with Nicole Allen and Rebecca Yanus of The Laberge Group on Thursday, September 3rd in Albany, NY as part of the data collection effort for the Village Dissolution Study.

- GRANTS: Chief Hughes completed and submitted *Home Depot Foundation Grant* on 9/2/2015 requesting \$5000 for building weatherization project.
- MAINTENANCE ITEMS: 1) Boat 29 – Has been repaired and is back in service.
- Request Village Board approval for NEW PHFD membership application from Tori Boisvert.

The Board reviewed the documentation with regard to the Port Henry Fire Department application for membership for Tori Boisvert. The application was approved by the Port Henry Fire Department membership and Fire Board on September 10, 2015. A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the applicant for membership. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

Trustee Brassard reported that the Campground had a successful Labor Day weekend; all sites were full with the exception of two tent sites. The sewer tanks received an emergency pump out on the Thursday before (9/3/15). There were a few minor issues and complaints from residents with regard to the band and fireworks at the campground.

PUBLIC COMMENT PERIOD

Jackie Viestenz asked when the lights will be installed in the park. Mayor Guerin and Trustee Brassard indicated; very soon, in October.

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

BOARD DISCUSSION / REPORTS

Recurring Old Business: Update on Zoning: the contract received from Nan Stolzenburg of Community Planning & Environmental Associates, for the implementation of a zoning law and to update the Comprehensive Plan was signed by Mayor Guerin and sent back to Ms. Stolzenburg on August 14, 2015. The Village is awaiting a fully executed copy of the agreement.

Two letters of interest to serve on the Planning Board have been received to date from Annemarie Adamowicz and Sandra Lovell. There are three more seats to be filled. If interested, please submit a letter to the Village of Port Henry Mayor and Board of Trustees.

Proposed Local Law No. 3 of 2015; Extending the Moratorium on Street Level Residential Development in a Portion of the Village of Port Henry was presented to the Board for review. A Public Hearing will be held on Tuesday October 13, 2015 at 6:45 pm at the Village Hall. A copy of the proposed Local Law is on file in the Office of the Village Clerk and will remain open for public inspection during regular office hours.

Old Business: A motion was made by Trustee McDonough, seconded by Trustee Tom, to approve the July 31st and August 10, 2015 Board minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

The Village hired Angela Wallace to finish out the remainder of the season at the campground as the part time maintenance person at \$10.00 an hour.

Jimmy Baker was promoted to a Heavy Equipment Operator (HEO) on August 17, 2015, after receiving his CDL license. Mr. Baker received an increase in pay pursuant to the Teamster's Agreement, to \$15.50 per hour.

Tom Slattery was hired as a permanent, full time laborer effective August 24, 2015. Mr. Slattery received an increase in pay to \$13.80 per hour, pursuant to completing a six month probationary period and is now eligible for all permanent, full time benefits offered by the Village of Port Henry.

The Village received a letter from National Grid's 10,000 Trees and Growing Program that the \$350 reimbursement contribution amount was approved, as well as acceptance into the program.

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

Mayor Guerin provided a re-cap with regard to the reasoning for reducing the speed limit on Main Street, the main reason being pedestrian and handicapped individual's safety. A motion was made by Trustee Brassard, seconded by Trustee McDonald, to pass a resolution to reduce the speed limit on Main Street/Route 9N in the Village of Port Henry; from the north entrance of Park Place to Dock Lane. 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 this 14th day of September, 2015.

A Property Maintenance Complaint Form was received and distributed to the Board and Code Enforcement Officer on August 14, 2015 with regard to the sidewalk and a drainage issue at the Corner of First Street and 5 College Street. Mr. Laing indicated that new pipe will be run under the sidewalk and then patched.

The next two Special Informational Meetings on dissolution will be held on September 23rd and October 21st, 2015. These meetings will be held at the Knights of Columbus, located at 4253 Main Street in Port Henry at 7:00 pm. The public is encouraged to attend these meetings to get the facts regarding dissolution. Mayor Guerin indicated that the consultants will be present at the next meeting. Trustee Brassard stated that they will have information and numbers to present.

A resolution is required to appoint Patsy McCaughin, John Easter and Mary Gilbo as Election Inspectors for the October 27, 2015 Special Elections for the referendum on dissolution. Patsy McCaughin will serve as chairperson. The Special Elections will be held at the Port Henry Fire house, with polls open from 12:00 pm (noon) to 9:00 pm. A motion to pass said resolution was made by Trustee McDonough, seconded by Trustee Tom. 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 this 14th day of September, 2015.

Only registered voters of the Village of Port Henry will be permitted to cast their vote on the dissolution referendum on October 27, 2015. Voter registration forms are available at the Village Hall and Sherman Free Library. A voter registration application form is processed within two days of being received at the Essex County Board of Elections. It is each voter's individual responsibility to ensure they are registered to vote. If a name does not appear in the poll books received from Essex County or can not be verified by the County Board of Elections after hours on the day of the referendum, the individual will not be permitted to cast a vote. Village Law does not permit affidavit voting. Individuals may call the Essex County Board of Elections to confirm registration at: 873-3474.

Mayor Guerin indicated that absentee voting will be permitted for qualified applicants. Applications for absentee voting are available at the Village Office.

Written notification was received from Annemarie Adamowicz of 4209 Main Street on August 18, 2015, with regard to serving on the Dissolution Steering Committee.

The Village will be closed on Monday October 12, 2015 in observance the Columbus Day holiday, therefore the regular Board meeting will be held on Tuesday October 13, 2015 at 7:00 pm at the Village Hall. Garbage will be picked up in the Village on Tuesday October 13th as well.

The Village will advertise for Fuel Oil Bids for the 2015-2016 heating season. The public bid opening will be scheduled for October 13, 2015.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the August 28th and September 14, 2015 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

Abstract Distributions:

General \$35,155.83
Water \$4,646.39
Sewer \$29,949.12
Joint Activity \$15,830.82
Capital \$2,305.75
Trust & Agency \$1,286.44

SECOND PUBLIC COMMENT PERIOD

Mayor Guerin explained the absentee ballot voting procedure, including permanent absentee voters and a brief discussion ensued. Information with regard to absentee voting will also be reviewed at the September 23rd Special Meeting on dissolution.

Margaret Parah indicated that it is very important that people vote on the proposition of dissolution and imperative that word gets out encouraging each and every person eligible to vote, to do so. Sandra Lovell indicated that she has been encouraging people to register to vote if they have not already done so.

John Viestenz indicated that he is aware that the Village looking for Planning Board members and currently has two volunteers already and five are needed. In looking toward the future, Mr. Viestenz reminded the Board that a Zoning Board of Appeals will also need to be formed. To date, there are two volunteers willing to serve; he and Janelle Jurkiewicz. One more volunteer is needed to make a three member Board.

Chief Hughes asked the Board if they feel that the new timeline with regard to the dissolution process is fair and received an immediate, unanimous response of “no”.

Janelle Jurkiewicz asked when the 20 MPH speed limit on Main Street will take effect. Mayor Guerin indicated that it will probably be a while.

Chief Hughes addressed the Board with regard to the lights that are out on the pier and a light pole that is hollowed out on the bottom that could come down in a high wind event. Trustee Brassard indicated that the Canal Corporation is responsible for the poles and that the electrician will replace the lights in October. Chief Hughes also informed the Board that the panel box on the pier used to have a lock on it and no longer does. Mr. Laing indicated that he will replace the lock and give Chief Hughes a key to it.

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

A motion was made by Trustee McDonough, seconded by Trustee Brassard, to adjourn the meeting at 7:37 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk

