

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: FEBRUARY 8, 2016

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, Port Henry Fire Department Chief; Jim Hughes and Chief Water and Wastewater Plant Operator; Carl (Chip) Perry.

ATTENDANCE: John Easter, Fred Buck; Greenman-Pederson, Inc., Janelle Jurkiewicz and Sandra Lovell.

The following documents were distributed to the Board for review prior to the meeting: The February 8, 2016 Meeting Agenda, the January 11, 2016 Board Minutes, the January 2016 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 February 8, 2016 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.

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 January 2016 as follows:

- Report of a frozen fire hydrant on Oak Street; currently letting the hydrant trickle to prevent additional freezing.
- A water break on College Street was reported and repaired.
- A few sewer plugs were reported and unplugged.
- A valve on Grove Street was dug up to isolate a section.
- The dam has been chiseled a few times.
- Cold patch has been laid as needed.
- 2 new septic tanks and 3 grey water manholes have been installed at the beach/campground.
- Repairs are needed on the rear end of the dump truck as well as the jackhammer on the skid steer.

Chip Perry presented the Board with a verbal report on the water and wastewater treatment plants for the month of January 2016 as follows:

- Both plants are running well; no failures or permit issues to report.
- Preventative maintenance continues to be performed.

Mr. Perry asked the Board what the status is on the 1998 Ford Ranger that the Board declared surplus. Trustee Brassard indicated that the bids were opened at last month's Board Meeting and the bid was awarded to Don DeFelice. A duplicate title has been applied for through the New York State Department of Motor Vehicle in order to transfer ownership of the vehicle.

Chief Hughes read the January 2016 Chief's Report aloud for the Board as follows:

PHFD has responded to four (4) calls for 2016: (2) for January, and (2) for February to date. Avg. Response Time: 1.75 minutes; Avg. Responders: 12.35.

2016 PESH Report:

(4) Calls:	59.62 Man-hours
OSHA Training:	20.00 Man-hours
Additional Training/Participation:	146.50 Man-hours
2015 Total:	<hr/> 226.12 Man-hours

- February OSHA Training – Blood Borne Pathogens with Patty Bashaw and Surface Ice Rescue Refresher Training.
- Chief Hughes attended (12) hour OFFPC On-Scene Rehab for Emergency Operations Training Course on 2/5 & 2/6/2016 in Lewis, NY.
- Maintenance Items: New toilet has been installed in Ladies Bathroom; new sink and drain installed in Kitchen area.

Chief Hughes reiterated for clarification purposes that there is \$306 million dollars on the table for the Assistance to Firefighters Grant for the fiscal year 2016, with only \$75.5 million available for vehicles. The only funds the Port Henry Fire Department requested from the Village was the 5% match for the application of \$215,000 of available grant funds that if awarded, will be used for the purchase of a new Brush/Quick Attack Vehicle.

PUBLIC COMMENT PERIOD

Janelle Jurkiewicz informed the Board that the Chamber of Commerce will sponsor Champ Day and a boat rendezvous on Sunday July 17, 2016 from 10:00 am to 3:00 pm. Ms. Jurkiewicz indicated that they hope to have numerous vendors at the event this year and stated that the Board's attendance would be appreciated and she encouraged them to bring their families and friends as well. Mayor Guerin assured Ms. Jurkiewicz that the Board is willing to volunteer and assist with whatever help is needed. Trustee Brassard suggested that the Chamber of Commerce contact Matt Courtwright with regard to a possible vendor list and to confirm that the scheduled event date does not coincide with Essex and other surrounding communities.

Chief Hughes informed the Board that he has an idea for raising funds for the Henry's garage building that the Port Henry Fire Department operates out of. He has contacted RPI to pitch the ideas to them as a phased restoration or weatherization project and is currently waiting to hear back from them.

BOARD DISCUSSION/REPORTS

Mayor Guerin indicated that he has contacted Anna Reynolds of the Essex County Community Planning and Development Office with regard to available grant funding for the Village Dam.

Trustee Brassard requested an executive session with the Board at the conclusion of the meeting to discuss a personnel and disciplinary matter.

Trustee Brassard indicated that he, Supervisor Scozzafava and Chief Hughes met with the Laberge Group consultants and Essex County Real Property on February 3, 2016 to discuss and review maps pertaining to the proposed new fire district's boundary and property lines as well as the assessed values and incorporate them into the proposed Dissolution Plan. Trustee Brassard further indicated that the Board should be in receipt of the plan by the end of the week in order to review prior to the Special Meeting on February 22, 2016.

Trustee Brassard informed the Board that there seems to be some confusion as to the order of tasks to complete prior to forming a fire district. The Village attorney has

indicated that the district must be formed prior to obtaining the 501C not for profit status. Trustee Brassard has put the Village attorney in touch with Robert Roeckle of the NYS Department of State for clarification and confirmation as both the Board and fire department were under the impression that the 501C had to be obtained before forming the fire district.

Chief Hughes indicated that he is waiting for the updated budget figures on the fire protection district as they may be higher than \$0.88 per thousand. Former Treasurer Janelle Jurkiewicz indicated that the current fiscal year budget does include workers compensation coverage and utilities based on the building and accounts and the information is/should be available in the form of a spreadsheet. Chief Hughes confirmed that the Town will maintain ownership of the building.

Recurring Old Business: Mayor Guerin provided an update on the Manhole 13 Project as follows: a meeting was held on Friday February 5, 2016 with AES Northeast for the purpose of rectifying a pipe issue and the permits required from CP Railway.

The draft Comprehensive Plan was received from Nan Stolzenburg on January 20, 2016 and has been distributed to the Board for review. Mayor Guerin indicated that the Village will need to meet with the State with regard to parking and sidewalks.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee McDonald, to approve the January 11, 2016 Board minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

A fully executed copy of the Shared Services Agreement with the New York State Department of Transportation was received and will remain on file in the Office of the Village Clerk. Copies were distributed to the Mayor, Board of Trustees and Department Heads.

New Business: The January 2016 Accounts Receivable and Trial Balance Reports were presented to the Board for review. There is no Monthly Water Adjustment Report for January of 2016, as no adjustments were made.

Requests for Quotes (RFQ's) for Engineering on the Reconstruction of Sewer and Water Facilities on Rice Lane were due by 3:00 pm on Monday February 8, 2016.

Quotes/Proposals will be publicly opened and read aloud in the order in which they were received as follows:

<u>Engineering Company</u>	<u>Proposal Amount</u>
1.) BCA Engineers & Architects	\$110,600
2.) MJ Engineering & Land Surveying, P.C.	\$74,065
3.) AES Northeast, PLLC	\$69,437
4.) Laberge Group	\$47,777
5.) Aubertine & Currier	\$90,842
6.) Greenman-Pederson, Inc.	\$65,195
7.) C.T. Male, Assoc.	\$56,700

Per the RFQ, Mayor Guerin will assemble an evaluation team to review and complete the point system evaluation as outlined in the full RFQ. Proposal evaluations will be completed by February 19, 2016 and all respondents will be promptly notified.

The Board was presented with proposed Local Law No. 1 of 2016; Tax Cap Law, to Override the Tax Levy Limit Established in General Municipal Law 3-C and Local Law

No. 2 of 2016; Extending the Moratorium on Street Level Residential Development in a Portion of the Village of Port Henry, on February 1, 2016 for review.

Public Hearing's on both proposed local laws were scheduled and will be held on Monday March 14, 2016 at 6:45pm; prior to the regularly scheduled Board Meeting at the Village Hall; by motion from Trustee Brassard and seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

Village Elections will be held on Tuesday March 15, 2016. Voting will take place at the Port Henry Firehouse located at 14 Church Street in Port Henry; polls will be open from 12:00 pm to 9:00 pm. There are two Village Trustee positions up for election, each for two year terms and one Trustee position up for election to complete a one year term. Independent Nominating Petitions must be turned in to the Village Clerk by February 9, 2016.

March 4, 2016 is the last day individuals may register with the Essex County Board of Elections to be eligible to vote in the March 15, 2016 Village Elections. To confirm individual registration or to register to vote, call the Essex County Board of Elections at 873-3474. Voter registration forms are also available at the Village Hall and the Sherman Free Library. Absentee Ballot applications for the Village Election are available for those that qualify.

CAMPGROUND: The Board determined that a classified ad for lifeguards for the 2016 season will be issued as soon as possible. Three lifeguards will be sought for the season, two for 40 hours a week at an hourly rate of \$12.00 and one for 32 hours a week at an hourly rate of \$10.00

The Board is in receipt of a letter of interest from Norman Wright with regard to the Campground Manager's position. The Board determined that the position will be offered to Mr. Wright again, for the 2016 season, by motion from Trustee McDonough and seconded by Trustee Brassard. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

The Board determined that the opening and closing dates for both the campground and beach for the 2016 season will be as follows, by motion from Trustee Brassard, seconded by Trustee Tom. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

Campground Opening Date: Friday May 6th
Closing Date: Sunday October 2nd

Beach Opening Date: Saturday June 18th
Closing Date: Sunday August 28th

The Board determined that there will not be any changes to the campground rates/fees for the 2016 season; the rates will remain the same as they were last year.

The Board scheduled the first Budget Workshop/Special Meeting for fiscal year; June 1, 2016 to May 31, 2017 for Friday March 18, 2016 at 10:00 am at the Village Hall. All Budget/Special Meetings are open to the public.

A motion was made by Trustee McDonough, seconded by Trustee McDonald, to authorize former Treasurer Janelle Jurkiewicz to assist with the budget and be paid accordingly for her time, per Treasurer Monette's request. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried. Trustee Brassard acknowledged that the Board appreciates Ms. Jurkiewicz's assistance.

As a reminder, the Village will be closed on Monday February 15, 2016 in observance of Presidents Day. Garbage will be picked up in the Village on Tuesday February 16, 2016.

Meeting Reminders: a Special Meeting is scheduled for Monday February 22, 2016 at 7:00 pm at the Village Hall; the Laberge Group will present the proposed Dissolution Plan to the Village Board for review. The Special Meeting is open to the public however a public comment period will not be permitted. A Public Hearing will be scheduled at a later date (to be determined) for the purpose of presenting the proposed plan to the public for review, comments and questions.

Public Hearing's will be held on Monday March 14, 2016 beginning at 6:45 pm at the Village Hall on proposed Local Laws No.'s 1 & 2 of 2016, followed by the regularly scheduled monthly Board Meeting at 7:00 pm.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to approve the January 25th and February 8, 2016 bills presented for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

Abstract Distributions:

General \$40,326.37
Water \$140,094.69
Sewer \$1,056.29
Joint Activity \$10,323.89
Trust & Agency \$1,619.39

Second Public Comment Period

Sandra Lovell indicated that the Tax Cap concept is somewhat antiquated and that sometimes cap's need to be exceeded in order to keep up with aging infrastructure replacement needs. Ms. Lovell indicated that the Town likes to pat themselves on the back for keeping within the 2% tax cap however their infrastructure is in worse shape than the Village's.

Ms. Lovell indicated that no other Village has ever voted down a dissolution plan and this may be the first time, therefore the Village of Port Henry will set the precedence. Mayor Guerin indicated that if a valid petition is presented containing 25% of signatures of registered voters of the Village to initiate a referendum (vote) on the Dissolution Plan and the plan is voted down then the dissolution process stops, but the process can start all over again as there is no time limit in which another petition can be presented by only 10% of the registered voters to put "dissolution" to a vote again. However, if dissolution is voted down a second time, a petition to dissolve could not be brought forth again for another four years.

Chief Hughes indicated that if the Dissolution Plan is presented and agreed upon and dissolution takes effect, the Town is not bound by law to abide by the plan. Trustee Tom suggested contacting the Village attorney for clarity and confirmation on the outcome should the plan be voted down by the taxpayers. Mayor Guerin and Trustee Brassard agreed to contact the Village attorney on Friday.

Trustee Tom asked Chief Hughes what the general consensus is of the firefighters. Chief Hughes indicated that they are nervous and want to make sure that the "t's" are crossed and the "i's" are dotted with regard to forming a fire district.

Mayor Guerin called for further comments from the public; there were none.

A motion was made by Trustee Brassard, seconded by Trustee McDonough 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

Denise C. Daly, Village Clerk