

REGULAR MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: JANUARY 11, 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, and Port Henry Fire Department Chief; Jim Hughes.

ATTENDANCE: Lohr McKinstry, John Easter, Carol Genier, a reporter from The Sun, Janelle Jurkiewicz, Cathy St. Pierre, Sandra Lovell, Ann Tesar and Linda Smyth.

The following documents were distributed to the Board for review prior to the meeting: The January 11, 2016 Meeting Agenda, the December 14, 2015 Board Minutes, the December 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 January 11, 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.

Mayor Guerin called the meeting to order at 7:02 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 December 2015 as follows:

- Fire hydrants have been flushed
- Storm sewers were cleaned and foam inserts were placed in the boxes to help with flow
- Potholes were cold patched
- Snow removal continued
- Vehicle maintenance was performed
- The Village received delivery of the 2016 Chevrolet diesel pickup truck with salter and plow on December 21, 2016
- Two new septic tanks and three grey water pits will be installed at the campground, with Sam Meacham's help.

Chief Hughes read the December 2015 Chief's Report aloud for the Board as follows: PHFD has responded to sixty-one (61) 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, (8) for September, (2) for October, (5) for November and (2) for December to date. Avg. Response Time: 3.17 minutes; Avg. Responders: 8.77.

2015 PESH Report:

(61) Calls:	478.87 Man-hours
OSHA Training:	907.00 Man-hours
Additional Training/Participation:	1,156.00 Man-hours

2015 Total:	<hr/> 2,541.87 Man-hours
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- Grants: *2015 Assistance to Firefighter's Grant*: Chief Hughes has prepared an application to request \$215,000 for the purchase of a new Brush/Quick Attack Vehicle. Village resolution needed in support of 5% match or \$10,750; CP

Railway Foundation notified Chief Hughes on 12/22/2015 that we have been awarded \$7,500 for the purchase of (3) High Expansion Foam Eductor Nozzles.

- Inspections: Insurance Services Office, Inc. (ISO) Inspection was conducted on Monday, December 28th at 6:00 PM by Russ Craven. Report to follow; SCBA Inspections to be conducted by Municipal Emergency Services Company during month of January.
- Chief Hughes attended 4 hour Essex County HAZ MAT Training on 1/4/2016 and achieved National Incident Management System 700.a Certification.
- PHFD Annual Holiday Parade was held on Sunday, December 20th from 5 to 7 PM. Public feedback was very positive.

A motion was made by Trustee Brassard, seconded by Trustee McDonough to pass a resolution to approve the Village's 5% match as required, totaling \$10,750 for the 2015 Assistance to Firefighter's Grant application requesting \$215,000, for the purchase of a new Brush/Quick Attack Vehicle. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

Chief Hughes indicated that if awarded the grant, the fire department would like to replace the brush truck with a Ford F-550, 4x4, 6.7 liter diesel, commercial truck with a 1,000 gallon side mount pump, for approximately \$200,000. A specialized foam system would cost an additional \$7,000.

PUBLIC COMMENT PERIOD

Janelle Jurkiewicz indicated that she enjoyed and appreciated the Christmas parade the fire department held in December and Cathy St. Pierre agreed.

BOARD DISCUSSION/ REPORTS

Trustee Brassard informed the Board that he and Supervisor Scozzafava have invested approximately 25 to 30 hours working with the Laberge Group to implement a Dissolution Plan. They have met with Town and Village departments heads and have discussed and agreed to the following: The Town Highway Department will remain as is; Village DPW employees will transfer to the Town Highway Department with the exception of Daniel (Digger) Laing, who will transfer to the Town Water Department and work with Art Morgan. Carl (Chip) Perry and Pete Towns will remain as Water and Wastewater Treatment Operators for the Port Henry plants, along with Mark Maye and Ethan Snyder from the Town.

Trustee Brassard indicated that the Village Board will schedule a Special Meeting on Monday February 22, 2016 at 7:00 pm at the Village Hall for the Laberge Group to present the proposed Dissolution Plan to the Village Board. There will be no public comment period permitted at the Special Meeting. If the Village Board accepts the plan, a Public Hearing date may then be scheduled to present the plan to the public for review, comments and questions. Due to the estimated attendance of the Public Hearing, the Village Board will request the use of the Knights of Columbus Hall, located at 4243 Main Street, Port Henry, NY 12974.

Trustee Brassard also indicated that the Moriah Fire Department Commissioner's wanted nothing to do with a proposed substation in Port Henry, however all agreed that fire protection is needed in the Village of Port Henry.

Trustee Brassard informed the Board that the Village will need to advertise the Campground Manager's Position for the 2016 season.

Trustee Brassard suggested a change to the Village's Employee Policy with regard to Compensation Time and proposed the following addition to the policy: "Only one employee at a time per department will be permitted to use compensatory time." A motion was made by Trustee Brassard to approve revising the Employee Policy to reflect the proposed addition. Yes; Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

Cathy St. Pierre asked the Board if a Fire District is created in Port Henry, could it then be rescinded. Trustee Brassard informed her that yes it can be rescinded but once the plan is presented the public will see the significant savings in creating a third, separate fire district. Trustee Brassard also confirmed that a public referendum is required to create a fire district.

Recurring Old Business: Mayor Guerin provided an update on the Manhole #13 Project as follows: applications to obtain permits from CP Rail have been sent in order to proceed with the project and allow access under the railroad tracks. CP Rail requested additional information regarding such however digging should begin in the spring.

Old Business: A motion was made by Trustee Brassard, seconded by Trustee Tom to approve the December 14, 2015 Board minutes. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

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

Bids will be opened for the 1998 Ford Ranger declared surplus in the order in which they were received as follows:

<u>Bidder</u>	<u>Amount</u>
James Wright	\$200.00
Donald DeFelice	\$301.00

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to award the bid to Donald DeFelice; deemed the highest bidder, in the amount of \$301.00 and allowing a thirty day payment period. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

The Village of Port Henry was recently awarded a \$600,000 Community Development Block Grant through the New York Housing Trust Fund Corporation to replace water and sewer lines on Rice Street. A Request for Quotes (RFQ's) will be issued with regard to engineering for this project. The deadline to submit RFQ's will be 4:00 PM on February 8, 2016 and proposals will be publicly opened and read aloud at the February 8, 2016 regular meeting of the Village of Port Henry Board of Trustees at 7:00 PM.

A Shared Services Agreement was received from the New York State Department of Transportation (NYSDOT) and distributed to the Board for review on January 6, 2016. A motion was made by Trustee Tom, seconded by Trustee McDonough, authorizing the Mayor to enter into and sign the agreement on behalf of the Village of Port Henry. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor; motion carried.

A written request was received from the Chamber of Commerce with regard to holding Coin Drops on April 30th and July 30, 2016. Both dates were confirmed as currently available. A motion was made by Trustee Brassard, seconded by Trustee Tom, to approve the above listed Coin Drop dates for the Chamber of Commerce. 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. 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 may be obtained from the Village Clerk and must be turned in 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, please call the Essex County Board of Elections at 873-3474. Absentee Ballot applications for the Village Election are available for those that qualify at the Office of the Village Clerk.

A motion was made by Trustee Brassard, seconded by Trustee McDonough, to pass a resolution providing that there will not be a Village registration day pursuant to Election Law §15-118(3). 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 pass a resolution identifying the Port Henry Firehouse, located at 14 Church Street, as the polling place for the March 15, 2016 Village Elections; Polls will be open from 12:00 pm to 9:00 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

A motion was made by Trustee McDonough, seconded by Trustee Tom, to pass a resolution to appoint Patsy McCaughin and John Easter as the certified Election Inspectors for the March 15, 2016 Village Elections; with Patsy McCaughin serving as Chairperson. 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 Tom, to approve the December 28, 2015 and January 11, 2016 bills for payment. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

As a reminder, the Village will be closed on Monday January 18, 2016 in observance of Martin Luther King, Jr. Day.

The next regularly scheduled meeting of the Village of Port Henry Board of Trustees will be held on Monday February 8, 2016 at 7:00 pm at the Village Hall.

Second Public Comment Period: Jim Hughes asked if the \$600,000 Community Development Block Grant awarded to the Village would be enough for the scope of the Rice Lane Project. Trustee Brassard indicated that if it is not enough, the Village may need to apply for another round of funding. Notification was received from the Laberge Group that there is currently \$500 million dollars available from the New York State Clean Waters Act. Mayor Guerin indicated that the Essex County Planning Department keeps him informed of grant funding opportunities for the Village also.

Linda Smyth asked about advertising for a Campground Manager for the 2016 season. Trustee Brassard explained that it is an independent contractor position and the Village is therefore required to publicly advertise the position every year.

Sandra Lovell expressed her concerns about the step ups to the sidewalks from the roads being too high and there being nothing to hold onto for support. Trustee Brassard indicated that the sidewalk in front of the Lee House on Main Street will be re-done and lowered and that the step ups are too high in some areas. Mayor Guerin indicated that there are grants available for sidewalk replacement; one is for \$75,000. Mayor Guerin also indicated that once the Village has engineering plans in place for lowering the sidewalks, the State has to comply with the plans.

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

A motion was made by Trustee McDonough, seconded by Trustee Tom, to adjourn the meeting at 7:45 pm. Yes; Mayor Guerin, Trustees Brassard, McDonald, McDonough and Tom. No; none. All in favor, motion carried.

ADJOURNED

Denise C. Daly, Village Clerk

