

Minutes of the Meeting of the Board of Trustees of the Village of Rouses Point, New York held on Monday, April 18, 2016 at Halstead Hall commencing at 7:00 P.M.

PRESENT: Daniel H. Letourneau, Mayor
Arvil J. Moore, Trustee
John A. Mott, Trustee
Benjamin J. Arno, Trustee
Thomas M. Dart, Trustee

ALSO PRESENT: Jean LaBombard, Administrator
Arsene Letourneau, Treasurer
Brian Pelkey, PWS
Clifford Sterling, Code Enforcement Officer

RECORDING SECRETARY: Donna J. Boumil, Village Clerk

CALL MEETING TO ORDER:

Mayor Daniel Letourneau called the meeting to order at 7:00pm and began with the Pledge of Allegiance to the Flag. Mayor Letourneau opened the meeting with the Public Hearings on the Tentative Budget and the Time Warner Lease Agreement.

PUBLIC HEARING: Village of Rouses Point Tentative Budget 2016-2017

Mayor Letourneau stated that the Tentative Budget has been available at the Village Office for public review and there are copies available during this meeting. The Mayor asked if there were any comments from the public. There were no comments from the public. Mayor Letourneau closed this Public Hearing.

PUBLIC HEARING: Time Warner Lease Agreement

Mayor Letourneau stated that the Time Warner Lease Agreement has been available at the Village Office for public review and there are copies available during this meeting. He continued by explaining that at the last board meeting he stated that the original Lease Agreement received was for 15 years, 5 more years than the previous agreement. Time Warner has agreed to a subsequent agreement for 10 years. Mayor Letourneau stated that Time Warner has been providing adequate and functioning service to the Village. The Mayor asked if there were any comments from the public. There were not comments from the public. Mayor Letourneau closed this Public Hearing.

REGULAR MEETING:

Entered into the Regular Board Meeting at 7:03pm

COMMENTS FROM THE PUBLIC:

John Cooper, 11 Pine Street, thanked the Board for his reappointment to the Planning Board. He also wanted to recognize the other Planning Board members: Tom Batha, Shirley Hall, Chuck Roush and Don Gladd for the excellent job they do.

MINUTES OF MEETINGS:

Trustee Moore made a motion to accept the minutes of the Regular Meeting of April 18, 2016; Seconded by Trustee Arno; AYE CARRIED

BILLS VOUCHER NOS: 14678 – 14746 \$ 236,722.64

No additions or deletions.

A Supplemental List of Bills was provided (attached)

A Motion was made by Trustee Moore to pay the bills; Seconded by Trustee Mott; AYE CARRIED

CORRESPONDENCE:

The Clerk read the following correspondence:

- 1) **Rotary Club of Champlain-Rouses Point** regarding their first annual Mother-Son dinner dance event to be held on May 13, 2016. The letter explained that the Rotary Club is asking the Rouses Point Fire Department to participate in a VIP Pickup by escorting the winner of a raffle, via fire truck, to the dinner dance event. Discussion followed: The Fire Department brought this to the attention of the Board because of liability issues. Trustee Arno explained that they have been in contact with the Fire Department and the participation will be within Rouses Point. It was further explained that if the winner of this raffle lives outside the Village of Rouses Point, then the respective Fire Department will participate and escort the child to the American Legion in Rouses Point.

Trustee Moore made a motion to allow the Rouses Point Fire Department to participate in this event and to escort the winner of the raffle, Rouses Point resident, to the American Legion; Seconded by Trustee Arno. AYE CARRIED

- 2) **Letter for New York State Department of Transportation** regarding a recent traffic study on US Route 11. The findings of the study/investigation indicated that it is not warranted to reduce the speed limit. Trustee Dart stated that he, in the past, approached the previous administration to research the speed limit in the downtown area. The Mayor continued by saying that this has been the speed limit for a long time and there have been no severe accidents.

REPORTS FROM THE MAYOR AND BOARD:

MAYOR DANIEL LETOURNEAU:

- 1) **Presentation from Clinton County Health Department** regarding the Healthy Neighborhoods Fund Initiative Grant. Jan Letourneau, Recreation Leader for the Village of Rouses Point introduced Karen Derusha and Sarah Allen from the Clinton County Health Department. Handouts of a “proposed” Rouses Point Recreation Connector Path were distributed to the Village Board and attendees.

Karen discussed the following:

- This is a grant through the Health Department NYS Health Foundation
- Designed to advance and activate spaces physical activity for residents of Clinton County
- The Health Department identified a need and want to reach out to areas other than Plattsburgh
- Designed to provide physical activity across the age spectrum (ex. Cadyville Trail). Trails and paths fall within these perimeters
- This is not a grant where there is an application required by the Health Foundation. It is moving money from the County to communities there may be a simple grant application. There may be a Memorandum of Understanding involved
- There would be a consensus between the County Health Department and the Village for a need
- The Proposed Vision is an extension of the existing pathway of approximately .2 miles.
- Trails can encourage other physical activities with amenities or pockets of activities. These can be added at any time.
- Karen was pleased to see, as she researched the Rouses Point Website, that there is a Water Front Revitalization Plan to increase the beauty and usability of the land we have.
- Commitment from the Village – conceptually that the Village likes the idea of a path; provide input, expertise and collaboration on how to construct the path; possibly have Public Works personnel and equipment construct all or part of the path. Healthy Neighborhoods Initiative will help promote events, the trail and search for additional funding
- The Health Department had a conversation with Harry McManus, Legislator regarding connecting this path to the Bike Path between Rouses Point and Champlain. Karen will ask he to visit Rouses Point to discuss the proposed path/trail and the connection to the Bike Path.

There continued to be discussion between the Board and Health Department regarding Elements of Play, repair of the wet spots at the Civic Center, connecting this path to Veterans' Park, when the project would have to start (2016), funding runs through January 2017 (the path is Phase 1), the amount of money available, paving the path (Village does not have equipment for this. Other options were discussed.), encouraging the use of the path for older people with potentially having benches along the path, there may be more money available in the next round. Karen explained that there shouldn't be cash coming from the Village, just manpower and equipment

The Board is interested in seeing the cost of the project, time frame and if the County Highway Department would be able to assist in this project (paving).

The Mayor referred to previous correspondence received referring to underserved youth in the community. He continued by saying, they don't believe that the youth of our community are underserved, that potentially adults and older adults are. The Public Works Supervisor was asked if personnel and equipment could be used to assist in this project – digging out sod (ground work), laying stone. The Village doesn't have the equipment to pave. There could be designated days to do as much as possible on the project.

Jan Letourneau added that currently there is no way to get to the Girls Softball Field. This would provide a way to access it. Once the loop is complete it would be approximately .5 miles. Further discussion led the Village Board to agree that they would like to see the path geared toward adult use. Mayor Letourneau added that they would like to see what work could be provided by the County. It appears that PW could provide the manpower and equipment for the ground breaking work. He asked Karen to provide a time frame and approximate estimate.

Mayor Letourneau thanked Karen, Lisa, Sarah and Jan for attending the meeting and providing information. He concluded by saying that we hope to hear from the Health Department within a month or so.

Trustee Dart volunteered to be the liaison between the Village and the Health Department for this project. Brian Pelkey is available for any questions.

- 2) **Resolution 2016-13 MEUA Delegate** was read by the Clerk. Motion made by Trustee Moore to designate Mayor Daniel Letourneau as the MEUA Delegate; Seconded by Trustee Mott; ROLL CALL VOTE AYE CARRIED
- 3) **Resolution 2016-11 Budget Modification** Resolution was read by Trustee Arsene Letourneau. Treasurer Letourneau explained that there was a clerical error on the previous Resolution. Motion made by Trustee Moore to accept the Resolution as amended; Seconded by Trustee Dart; ROLL CALL VOTE AYE CARRIED
- 4) **Resolution 2016-12 Water Rates** Resolution was read and explained by Treasurer Arsene Letourneau. The increased water rate is reflected in the 2016-2017 budget and is an increase of \$2 for residential. Motion made by Trustee Moore to approve the Water Rate Resolution; Seconded by Trustee Dart; Discussion: Trustee Dart stated that they have been advised by the treasurer to watch the water account pending the closure of Pfizer. The treasurer recommended small increases in the water and sewer rates and is based on a formula. Trustee Dart would like to see the rates increased. Trustee Arno explained that this year the increase was 19.7%, \$6 increase. The Mayor suggested leaving the increase at \$2, it is difficult for some residents to pay this increase. Trustee Mott said he would like to see no increase. ROLL CALL VOTE: Trustee Mott – NAY; Trustee Moore – AYE; Trustee Arno – AYE; Trustee Dart – NAY; Mayor Letourneau – AYE MOTION CARRIED (Note: there was a procedural error in taking the vote before a discussion. Roll Call Vote was taken after the discussion).
- 5) **Budget Adoption Resolution 2016-2017:** Mayor Letourneau stated that the Public Hearing on the Tentative Budget has closed and there is a Budget Adoption Resolution on the table. The Mayor read the Resolution. Trustee Moore made a Motion to Adopt the 2016-2017 Budget; Seconded by Trustee Arno; ROLL CALL VOTE AYE CARRIED
- 6) **D&H Lease Agreement** – postponed from the April 4, 2016 meeting. Mayor Letourneau stated that the D&H Lease Agreement will be up for discussion. Mayor Letourneau explained that the Board has an overhead picture of the Train Station. He continued by explaining that according to the picture there are planters around the building. These planters are not physically there. Mayor Letourneau asked the Administrator if the shrubs and planters are a requirement of the grant. Administrator Jean LaBombard stated that they are not necessary for the grant and she wasn't sure if there was a handicap ramp on the back side of the building. Trustee Arno stated there is handicap access on the track side of the building.

Discussion continued among the Board bringing up the following points:

- There is sufficient parking for 9 vehicles plus 2 handicap parking
- Trustee Arno has been observing parking at the Welcome Center. On this date there were 18 cars which are Railroad employees and some heavy equipment. Other than that the parking lot is used minimally.
- Randy Bedard plows the right of way for the railroad
- The Village does not plow
- The Welcome Center is not open year round, only in the summer (approximately 3 months)
- Street parking is available
- The Board reviewed the attorney's concerns. There is sufficient insurance and additional insurance is not required.
- Concerns brought up: paying for 10 years at an increase of 3% over the base rate, maintain it during the winter, pay the taxes as a leasee and it is only to be used as a parking lot and not for special events.
- Originally discussed that there may be an option to buy. The Board decided against this.

Trustee Moore made a Motion to notify the Delaware & Hudson Railway Co. involved that the Village is not going to pursue the lease; Seconded by Trustee Arno; AYE
CARRIED

7) **Policies:**

Mayor Letourneau stated the policies have been available for review. Mayor Letourneau began by addressing the list of policies that were distributed to the Board at the April 4th meeting. He continued by stating that the only policy that has had some feedback is the Alcohol & Drug Policy. The policy refers to CDL drivers and safety sensitive employees. The only time the policy refers to ALL employees is in the last paragraph. The Mayor read the last paragraph "In summary, it is the policy of the Village of Rouses Point that all employees remain free of any drug and/or alcohol induced impairments while on duty, refrain from the use of illegal drugs and/or alcohol while on duty, and while serving in a designated safety sensitive position, undergo any drug and/or alcohol testing in accordance with OTETA". Mayor Letourneau addressed the Board, asking if they wanted to have all employees subject to the random drug testing the policy would have to be changed and there is potential that if all employees are subject to random drug testing that the Village would have to offer EAS Services at \$40 per employee which is approximately an additional \$1,600 year. The Mayor re-read the summary as it refers to all employees remain free of any drug..... He reiterated that the Policy in discussion is for CDL drivers and employees in a safety sensitive position. The Mayor read the definition, as stated in the policy, of a safety sensitive employee. If the policy is not changed, it refers to CDL drivers and Safety Sensitive employees. The water and sewer plant employees do not qualify as safety sensitive. The Mayor asked if there was further discussion on this policy.

Mayor Letourneau referred to the list of policies to be discussed: Fund Balance, Internet and Acceptable Use, Investment, Procurement Policy & Procedures, Sale and Disposition of Village-Owned Personal Property and Sale of Surplus Materials.

Mayor Letourneau discussed the Sale of Surplus Materials Policy. He read the policy and explained that any material valued at less than \$100 will be sold as scrap. Multiples of the same item will be valued together. It would be up to the Board to make a decision on Surplus or scrap. Mayor Letourneau asked if there were any other comments.

Trustee Moore made a Motion to accept all of the policies as reviewed; Seconded by Trustee Mott. AYE CARRIED

- 8) **Appointments** - Mayor Letourneau appointed Joseph Treadwell and Pam Gadway to the Zoning Board of Appeals.
- 9) **Appointments** - Mayor Letourneau appointed Sabastian Barie as Delegate to the EMS Advisory Board and Brad Martin as Alternate. Mayor Letourneau appointed Mike LeBlanc as Delegate to the Fire Advisory Board and Kevin Chagnon as Alternate.

TRUSTEE MOORE:

Trustee Moore read letters from Administrator Jean LaBombard congratulating Matthew Inhelder and David Carter for successfully completing their 6 month probationary period at the Water Plant. They are now permanent employees. Congratulations!

TRUSTEE MOTT:

A letter submitted by Montgomery Hose, Hook & Ladder Co., No. 1, Inc. advising the annual election of officers held on April 5, 2016. The following members were elected to serve as Chiefs and is submitted for Board approval: Chief: Mike LeBlanc, 1st Assistant Chief: Walter Laramie and 2nd Assistant Chief: Kevin Chagnon. Trustee Mott made a motion to approve the election of Chiefs; Seconded by Trustee Arno. AYE CARRIED

TRUSTEE ARNO:

Trustee Arno explained the estimate that was received by Don Deso for the repair of the 2 tiles. Village Clerk Donna Boumil read the estimate submitted by Don Deso for repairs to the Welcome Center roof in the amount of \$495 to repair 2 slate tiles. Mr. Deso could not give an estimate on the entire roof without walking on the roof which could cause more damage. Public Works has removed the 2 slate tiles. Water could potentially penetrate the roof. Trustee Arno made a motion to authorize Don Deso to make the repairs in accordance with his estimate; Seconded by Trustee Moore; AYE CARRIED Mayor Letourneau noted that at the previous meeting a member of the public asked if there is a warranty on the roof. There is no warranty because the work was done through a grant.

Trustee Arno also reported that Susan, Library Director is very pleased with the new ramp at the library. He stated that Susan Sullivan, Library Director has asked that if there is money left over from the grant that it be used for repointing the bricks on the front of the library. He continued to say that the part-time library pages, Angie and Stephanie have completed training. Trustee Arno asked if the old ramp will be surplus or destroyed, it was taken apart in sections. PWS Pelkey was asked. Mr. Pelkey stated that the old ramp is in very bad shape and he recommends that it be destroyed.

Lastly, Trustee Arno stated that Nancy Baker asked that the Ibervitis plant be removed from around the drinking fountain. The Mayor asked the Administrator to check into this.

TRUSTEE DART:

Trustee Dart made a Motion for an Executive Session to discuss pending litigation; The Mayor asked that this motion be made at the end of the meeting during the Executive Session portion of the Agenda.

OTHER REPORTS:**VILLAGE CLERK:**

Clerk Donna Boumil read 2 Press Releases.

Spring Clean-up days will commence on May 2 – 6, 2016. (notice attached)

Village Wide Yard/Garage Sales will be held on Saturday, June 25, 2016 from 8:00am -? (notice attached). People have begun inquiring about the Village Wide Yard Sale.

Trustee Arno mentioned some residents have asked about the Water Notices which have been mailed with electric bills. He stated that the Water Department is in the process of flushing hydrants.

ADMINISTRATOR:

Administrator Jean LaBombard stated that she attended the CHPE meeting on March 23, 2016. There will be a meeting with representatives in May. Date to be determined. This meeting will address concerns of the intake and out flow.

TREASURER:

Treasurer Arsene Letourneau read the Press Release issued by Deputy Treasurer Becky Pelkey notifying residents that the Village Municipal Electric Department will make available to residential customers of the system, who have a two (2) year clear record with the utility, the opportunity to pay their electric charges by a budget billing arrangement. (Notice attached).

Arsene reminded property owners they have until April 29th to pay any unpaid water and sewer charges. Any arrears will be applied to the June 1st taxes.

Lastly, Treasurer Letourneau asked the Board for a Public Hearing to amend Sewer Rates. Trustee Moore made a Motion for a Public Hearing on May 2, 2016 and authorize the Clerk to publish a Legal Notice; Seconded by Trustee Arno. AYE CARRIED

PUBLIC WORKS:

Public Works Supervisor Brian Pelkey gave some updates:

- The ramp at the library is all installed. The old ramp is not usable, with slivered and splintered wood. He suggests destroying it. It would be up to the Board.
- The PW Crew is doing street sweeping Village wide and getting ready for Spring Clean Up.
- There were 3 water leaks in the Village. The PW Crew is aware of these and are watching them. Mayor Letourneau asked if the water seepage could turn into a water main break. PWS Pelkey stated the breaks are house services or abandoned services. They are on the schedule to be repaired.
- The Electrical Engineer will be in the Village on Wednesday and Thursday to discuss some concerns at the substation. He invited the Board to meet Mr. Wilson.

CODE ENFORCEMENT OFFICER:

Code Enforcement Officer Clifford Sterling gave some updates:

- The Village Website has been updated to include his personal cell phone as a contact number
- Spring has arrived and construction season begins. Please contact him for permits, there are several variables that determine if a permit is required.
- There is a Burn Ban in effect until May 14, 2016. This is through New York State Department Environmental Law. Additionally, this Ban does not include small fires in fire pits – clear wood only.

COMMENTS FROM THE PUBLIC:

There are no comments from the public

EXECUTIVE SESSION:

Trustee Dart made a motion to entered into Executive Session at 8:29pm to discuss pending Litigation; Seconded by Trustee Moore. AYE CARRIED

Mayor Letourneau explained that there will not be activity after the Executive Session.

Trustee Moore made a Motion for a short recess; Seconded by Trustee Arno. AYE CARRIED

Trustee Moore made a Motion at 8:33pm to enter into Executive Session; Seconded by Trustee Arno

Trustee Arno made a Motion to enter into Regular Session; Seconded by Trustee Moore; AYE CARRIED. No action was taken during Executive Session

ADJOURNMENT:

Motion by Mayor Letourneau to adjourn at 8:45pm; Seconded by Trustee Arno; AYE CARRIED

Respectfully Submitted,



Donna J. Boumil
Village Clerk