

Minutes of the Organization meeting of the Board of Trustees of the Village of Rouses Point, New York held on Monday, April 4, 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:** Arsene Letourneau, Treasurer  
Brian Pelkey, PWS

**RECORDING SECRETARY:** Donna J. Boumil, Village Clerk

**CALL MEETING TO ORDER:**

Deputy Mayor Arvil Moore called the meeting to order at 7:00pm and began with the Pledge of Allegiance to the Flag. Deputy Mayor Moore turned the meeting over to Village Clerk Donna Boumil for the Administration of Oaths of Office.

**OATH OF OFFICE:** The Village Clerk administered Oaths of Office to Daniel H. Letourneau, Mayor (2 year term), Benjamin J. Arno, Trustee (2 year term) and Thomas M. Dart, Trustee (2 year term).

Mayor Letourneau thanked Trustee Moore for carrying out the duties as Deputy Mayor. Mayor Letourneau also wanted to thank the public for their support and thank his fellow trustees.

**COMMENTS FROM THE PUBLIC:**

No comments from the public.

**MINUTES OF MEETINGS:**

Trustee Moore made a motion to accept the minutes of the Regular Meeting of March 21, 2016; Seconded by Trustee Mott; AYE CARRIED

**BILLS**                      **VOUCHER NOS:**    14637 – 14668    \$ 9,040.84

No additions or deletions.

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) Letter from Time Warner Cable notifying intent to renew the cable television franchise pursuant to the Section 626h of the Cable Act. A Motion was made by Trustee Moore to have a Public Hearing on April 18, 2016; Seconded by Trustee

Mott. AYE CARRIED Mayor Letourneau commented that we don't have the actual lease agreement signed. We are going to have to look closely at the agreement before signing it. The agreement states television services. We should look at the services to include telephone, internet and television.

- 2) Letter from Tom Dart resigning from the Zoning Board. Motion made by Trustee Arno to accept the letter of resignation; Seconded by Trustee Moore. AYE CARRIED
- 3) Letter from Daniel Letourneau resigning from the Zoning Board. Motion made by Trustee Moore to accept the letter of resignation; Seconded by Trustee Arno. AYE CARRIED.
- 4) Letter from Lisa Turner, Supervisor Public Health Educator Clinton County Health Department and Jan Letourneau, Recreation Leader Village of Rouses Point regarding the Healthy Neighborhoods Fund Initiative Grant. The letter further requests approval of the proposal so they may apply for the grant money. Discussion: questions came up regarding the responsibility of the Village, funding obligations of the Village, labor and maintenance. Mayor Letourneau suggested inviting Lisa Turner and Jan Letourneau to the April 18<sup>th</sup> meeting to provide further information and answer questions. The Clerk will contact Jan Letourneau.

## **REPORTS FROM THE MAYOR AND BOARD:**

### **MAYOR DANIEL LETOURNEAU:**

- 1) Mayoral Appointments: Mayor Letourneau made Appointments for 2016-2017 (SEE ATTACHED). Mayor Letourneau asked the Board and Public if anyone is interested in serving on the Planning or Zoning Boards to please contact the Village Office or a Board Member. At the present time, the Zoning Board consists of 2 people of a 5 person board. Patricia Birkett as Chairperson and Karin Thone. This isn't sufficient for a quorum. Correction to be made for the title Recreation Leader. Mayor Letourneau recused himself from appointing the Recreation Leader Jan Letourneau because Jan is his wife and asked if Deputy Mayor John Mott would make the appointment. Deputy Mayor John Mott appointed Jan Letourneau as Recreation Leader for a term of 1 year. Motion by Trustee Moore to accept appointments; Seconded by Trustee Mott. Trustee Arno asked about the Village Administrator. Mayor Letourneau stated that the Administrator is under contract for 3 years and is not appointed. AYE CARRIED
- 2) Mayoral Commission Appointments: Mayor Letourneau made Commission Appointments for 2016-2017 (SEE ATTACHED) with a correction that SEQR's are with Planning/Development. No motion needed.
- 3) Mayor Letourneau read Rules of Procedure for Public Meetings, Board of Trustees, Village of Rouses Point (SEE ATTACHED): Regular Meetings, Special Meetings (which will be publicized at the Village Office and Library), Quorum, Executive Sessions (Mayor Letourneau reiterated that there are 8 reasons for an Executive Session and we will abide by those reasons. We are not having a Public Meeting but a Meeting in Public. This is the way the Open Meetings Law states to run a meeting. Mayor Letourneau read the Executive Session excerpt from the NYCOM Handbook which listed the subject areas for which a public body may enter into an executive session), Agendas, Voting, Minutes, Order of Business, General Rules of Procedure (the Mayor reiterated that "motions no longer require a second". The Mayor stated that it has been past practice of the Village Board to Second a Motion. He asked that

the Board consider this), Guidelines for Public Comment (Mayor Letourneau added to the Public Comment section: "they shall refrain from addressing complaints or comments on particular employees or official. Interested parties or representatives may address the Board via written communications"), Use of Recording Equipment, Adjournment and Amendments to the Rules of Procedure. Motion made by Trustee Moore to accept the Rules of Procedure for Public Meetings; Seconded by Trustee Mott. AYE CARRIED. Mayor read the excerpt from the NYCOM Handbook regarding Executive Session, The Procedure for Entering into Executive Session, Voting on Matters in Executive Session and Executive Session Minutes.

- 4) Mayor Letourneau presented the Schedule of Regular Meetings for 2016-2017. Motion by Trustee Moore to accept the Schedule of Regular Meetings; Seconded by Trustee Mott. AYE CARRIED. A Motion was made by Trustee Mott to authorize the Clerk to publish the Schedule of Regular Meetings as a legal notice; Seconded by Trustee Mott; AYE CARRIED.
- 5) Mayor Letourneau read Resolution 2016-10 setting the mileage reimbursement rate to officers and employees of the Village at \$ .42 per mile. Motion by Trustee Moore; Seconded by Trustee Mott; ROLL CALL VOTE AYE CARRIED.
- 6) The Mayor read a request from the Clerk to register for four (4) webinars through NYCOM for the Mayor, Board, Administrator and Clerk. These webinars will cost \$60 total and will be held at the Dodge Memorial Library. Motion made by Trustee Mott to authorization registration of the 4 webinars; Seconded by Trustee Dart. AYE CARRIED
- 7) Mayor Letourneau read a Memorandum from the Village Clerk, Donna Boumil requesting permission to enroll in a Notary Public Seminar. Also, to fund the exam and application for a total of \$104. Motion made by Trustee Moore to authorize Donna Boumil to enroll in the Seminar, apply for and take the Notary Exam; Seconded by Trustee Mott. AYE CARRIED
- 8) Mayor Letourneau brought up for discussion the procedure for authorizing travel and training. He stated at the present time, the Board as a whole approves travel and training prior to the Clerk making reservations. The Mayor continued by asking the Board if the money is budgeted is there a reason for whole Board approval. Prior to the Board Meeting the Mayor, Treasurer and Clerk discussed updating the Travel Authorization form to include Department Head approval, funding certification by the Treasurer and final approval by the Administrator or Mayor. The Board would be notified of travel/training by the Clerk. This is not meant to take away the Board's authority, just to streamline the procedure. Motion made by Trustee Dart to amend the Travel Authorization Form and Procedure as discussed; Seconded by Trustee Arno. AYE CARRIED
- 9) Mayor Letourneau presented information on the MEUA Semi-Annual Meeting to be held on April 27 and 28 in East Syracuse. He stated that he and the Administrator will be attending. In the future, if there are conferences or meetings that are technical in nature, the Public Works Supervisor may be asked to attend.
- 10) The Mayor read the proposed Lease Agreement with Delaware & Hudson Railway Company, Inc., which is presented for the Mayor's signature. Discussion was held regarding the size of the parking lot and need for this space, maintenance of the parking lot, the fact that there wasn't a lease in the past, insurance issues. Mayor Letourneau suggested a postponement of signing the lease and it be placed as an Agenda Item on the April 18<sup>th</sup> meeting to enable the Board to gather more information and consult with the Administrator.

- 11) Mayor Letourneau read the proposed Attorney Agreement with Thomas Murnane and asked the Board for approval to sign. Motion by Trustee Mott to authorize the Mayor to sign the agreement; Seconded by Trustee Moore. Discussion: the rates have increased \$25 from last year and mileage is being charged outside Clinton County. AYE CARRIED.

**TRUSTEE MOORE:**

The fire truck that was purchased is all lettered and ready to be picked up. This is the 2<sup>nd</sup> pumper.

**TRUSTEE MOTT:**

Nothing to report

**TRUSTEE ARNO:**

The Railroad Station has 2 pieces of slate on the roof that are sliding off. Trustee Arno is asking that Don Deso give an estimate for the repair and view the rest of the roof while he is there in the event that any other slate pieces are off or coming loose. Further discussion followed. Public Works Supervisor Brian Pelkey stated that he would be able to have the slate pieces removed and fill in the holes so there won't be water damage. There is a rubber membrane under the slate tiles. Motion by Trustee Dart to request that Don Deso give an estimate on repairing the 2 pieces of slate that fell off and to view the rest of the roof for damage; Seconded by Trustee Moore; AYE CARRIED. Mayor Letourneau asked the Clerk to contact Mr. Deso.

**NEW BUSINESS:**

Trustee Arno asked if the Board could receive a report of IEEP Projects, expenditures and balance once a month. The Clerk was asked to place this as an Agenda Item.

**OTHER REPORTS:**

**TREASURER:**

Treasurer Arsene Letourneau reminded residents that outstanding water and sewer bills must be paid by April 29, 2016. Bills not paid by this date will go on their taxes.

Arsene and Mayor Letourneau explained the information emailed regarding the Wrestling Company who inquired about having an event at the Civic Center. Mayor Letourneau briefly explained that there are expenses the Wrestling Company asked the Village to provide ahead of time, such as: lodging, meals, ticket sales, etc. Treasurer Letourneau added that he spoke to NYCOM and this sort of event is not within the scope of the operation of the Village. This would be considered a gift. This would be something that the Village would get written up for in a state audit – laying out funds prior to the event, tickets, t-shirts, lodging, security, labor costs, etc. He continued by saying that our scope is to rent out the building. Mayor Letourneau added that the Administrator has been encouraging the Civic Center to promote the use of the facility to gain revenue.

**PUBLIC WORKS:**

Public Works Supervisor Brian Pelkey gave some updates:

The handicap ramp at the library is scheduled to be installed on Wednesday. He welcomed the Board to come up to the library and watch the installation. The ramp should be maintenance free because it is aluminum. Stan Jesberger will be here Wednesday during the installation.

Electrical equipment has been received for the Civic Center (BPV Drive). The Electrical Department will do whatever work can be done by them (cost saving measure). Then Hogan will be asked to give an estimate on the final work. Additionally, the Electrical Crew will be in Plattsburgh Wednesday for a safety class.

Street sweeping has begun in some of the parking lots. Additionally, the PW crew is straightening out signs.

PWS Pelkey invited the Mayor and Board to tour the Public Works infrastructure and substation.

**COMMENTS FROM THE PUBLIC:**

Bob Racicot asked if there was a warranty on the roof at the Railroad Station.

Nancy Baker wanted to thank Brian Pelkey or whomever reconfigured the piping from the sump pump at the library. It no longer drains into the flower beds. Nancy invited Trustee Mott, who is the Commissioner for Parks/Beautification, to tour the 5 parks that they take care of. There may be a need to add some soil. Nancy also added that she is a member of the Stage Committee. Lastly, Nancy stated that she is a member of the Historical Society and wanted to thank everyone for checking and working on the roof of the Railroad Station.

**ADJOURNMENT:**

Motion by Trustee Mott to adjourn at 8:16pm; Seconded by Trustee Martin; AYE CARRIED

Respectfully Submitted,



Donna J. Boumil  
Village Clerk

**MAYORAL APPOINTMENTS  
VILLAGE OF ROUSES POINT  
2016-2017  
APRIL 4, 2016**

<b>DEPUTY MAYOR –</b>	John A. Mott
<b>DEPUTY TREASURER -</b>	Rebecca Pelkey (1 yr term)
<b>ATTORNEY -</b>	Thomas M. Murnane (annually)
<b>ACTING VILLAGE JUSTICE -</b>	Christopher W. Latremore (1 yr term)
<b>BUDGET OFFICER-</b>	Arsene F. Letourneau (1 yr term)
<b>HISTORIAN-</b>	Donna Racine (1 yr term)
<b>YOUTH COMMISSIONER-</b>	Janis D. Letourneau (1 yr tern)
<b>LIBRARY BOARD TRUSTEE-</b>	Donna Racine (5 yr term)
<b>PLANNING BOARD CHAIRPERSON-</b>	John Cooper (1 yr term)
<b>PLANNING BOARD VICE-CHAIRPERSON-</b>	Thomas Batha (1 yr term)
<b>PLANNING BOARD MEMBER</b>	(5 yr term)
<b>VILLAGE ENGINEER -</b>	Doug Ferris (1 yr term)
<b>DEPOSITORY-</b>	TD Bank & Champlain National Bank
<b>OFFICIAL NEWSPAPER-</b>	Press Republican
<b>ZONING BOARD MEMBER</b>	(Unexpired term until 2018)
<b>ZONING BOARD MEMBER</b>	(Unexpired term until 2020)
<b>ZONING BOARD MEMBER</b>	(Unexpired term until 2021)
<b>ZONING BOARD ALTERNATE</b>	(1 yr term)
<b>EMS ADVISORY BOARD DELEGATE</b>	(1 yr term)
<b>EMS ADVISORY BOARD ALTERNATE</b>	(1 yr term)

**VILLAGE OF ROUSES POINT  
MAYORAL COMMISSION APPOINTMENTS  
2016-2017**

<b><u>COMMISSIONS</u></b>	<b><u>CHAIRPERSON</u></b>	<b><u>CO-CHAIRPERSON</u></b>
<b><u>PUBLIC SAFETY</u></b>		
Police & Judicial Fire & Codes	John Mott	Arvil Moore
<b><u>PUBLIC WORKS</u></b>		
Streets & Sidewalks	Arvil Moore	Tom Dart
Water System	Arvil Moore	Ben Arno
Sewer System	Arvil Moore	John Mott
Electrical System	Ben Arno	John Mott
Flood Control/ Storm Sewers	Tom Dart	Arvil Moore
<b><u>ADMINISTRATION</u></b>		
Personnel/Insurance	Tom Dart	Ben Arno
Planning/Development SEQR's	John Mott	Ben Arno
<b><u>CULTURE/RECREATION</u></b>		
Civic Center/Parks Beautification/Shade Trees	John Mott	Tom Dart
Library/Historian/ Seniors/Youth Welcome/History Center	Ben Arno	Tom Dart

Revised: April 4, 2016