

Minutes of the Meeting of the Board of Trustees of the Village of Rouses Point, New York held on Monday, May 16, 2016 at Halstead Hall commencing at 7:00 P.M.

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

**ALSO PRESENT:** Jean LaBombard, Administrator  
Arsene F. Letourneau, Treasurer  
Brian Pelkey, Public Works Supervisor

**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.

**COMMENTS FROM THE PUBLIC:**

No comments at this time

**MINUTES OF MEETINGS:**

Trustee Dart made a motion to accept the minutes of the Regular Meeting of May 2, 2016; Seconded by Trustee Arno; AYE CARRIED

**BILLS                      VOUCHER NOS:    14822 – 14884       \$ 180,968.56**

There were 4 additions:

Business Credit Card - \$ 1,494.79

New York Power Authority - \$ 87,342.80

NYSEG - \$ 17,389.14

Pitney Bowes Global Financial - \$ 1,141.44

A Motion was made by Trustee Moore to pay the bills; Seconded by Trustee Mott;  
Discussion: Earth Science bill (engineering fees for evaluation of the water plant) and Don Deso (repair of broken slate on roof of D&H); AYE CARRIED

**CORRESPONDENCE:**

There was no correspondence

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

### **MAYOR DANIEL LETOURNEAU:**

- 1) Mayor Letourneau presented a plaque to Brad Martin for his years of service as a Village Trustee
- 2) Resolution 2016-18: Sewer Rates Resolution  
Motion by Trustee Moore; Seconded by Trustee Arno; ROLL CALL VOTE  
AYE CARRIED
- 3) The Mayor gave a report on the MEUA meeting that he and the administrator attended in April. He explained that the Village is part of MEUA and they negotiate, on our behalf, to purchase power. The current contract expires 2021 and negotiations are underway.
- 4) The Mayor gave a report on the NYCOM Annual Meeting & Training that he and the administrator attended in May. Some of the seminars included: budget, volunteer fire departments, policies & procedures
- 5) Motion by Trustee Moore to approve the Amended Schedule of Regular meetings and to publish as a legal notice; Seconded by Trustee Mott; AYE CARRIED
- 6) Sports Accident/Liability Insurance Quote: Mayor Letourneau provided background information regarding this type of insurance for participants in youth sporting programs. Currently, a Waiver Form is signed by parents/guardians. Administrator Jean LaBombard provided additional information and an estimate for the additional insurance. There was further discussion. Trustee Dart made a motion to table this until further information was received and an exact dollar figure for this insurance is acquired; Seconded by Trustee Moore; AYE CARRIED.
- 7) Renewal of WWTP Operator Certification and retention of employee after retirement: Mayor Letourneau provided background information for discussion regarding a current employee who is proficient in CAD (which provides valuable information of the infrastructure of the Village) and is scheduled to be done working for the Village this fall. The Board discussed retaining this employee 8 hrs a week to train a newly hired employee. After further discussion the Board determined that they will make a decision this fall.
- 8) Brush pick-up: Brush pick-up in the Village was from 5/2-5/6/2016. The Village Electric and Public Works Departments picked up brush and bagged leaves during this time frame. At the present time, phone calls have been received asking if there will be another pick-up service. Discussion followed which included:
  - Summer schedule of Public Works Department
  - Designated drop off place for brush
  - Stop burning order by DEC
  - Currently a brush pick-up twice a yearThe Mayor asked the Trustees to talk to their constituents for discussion at the June meeting.



**TRUSTEE MOORE:**

No Report

**TRUSTEE MOTT:**

- 1) Trustee Mott made a motion to approve the request for the Fire Department to apply for a grant for \$4,210.42 for 2 sets of firefighting turn out gear; Seconded by Trustee Moore; AYE CARRIED
- 2) Trustee Mott made a motion to accept the approval of 2 new members of the Fire Department, per letter from the Fire Department; Seconded by Trustee Moore; Discussion: Bailey LaBombard will have member restrictions as he is not 18 years of age; AYE CARRIED
- 3) Trustee Mott made a motion to approve Resolutions for the following Fire Department Volunteer Services:  
Gerald Robert – 25 years  
Brian Pelkey – 25 years  
James Seguin – 30 years  
Allan Nautel – 35 years  
Walter Laramie – total of 50 years volunteer service (Chazy and Rouses Point)  
Seconded by Trustee Arno; ROLL CALL VOTE AYE CARRIED

**TRUSTEE ARNO:**

Updates:

- Thank you from Nancy Baker for removing the plant around the fountain
- Maintenance: boat launch (south side) and park benches are in need of repair or maintenance. The Mayor asked the Administrator to look into this.
- Water Plant – Trustee Arno would like to thank the employees for the great job they did on painting the pipes and floor in the water plant.
- There is a huge hole in a tree located at the funeral home. Administrator to mention to the Codes Enforcement Officer
- Library – update on Spring Break events and attendance, carpet cleaning, new computer, baby changing table, repair of outside sign and organizing books.

**TRUSTEE DART:**

- 1) Village Audit of Court Records – Trustee Dart conducted an Audit of Court Records on 5/12/16. He reported that “all records appear to be in an effective and satisfactory order. The Village Court Clerk, Marie Quain shows adherence to all rules and regulations and maintains reliable management and control throughout her daily protocol. Mrs. Quain takes pride in her work. She shows a respectful, helpful and conscious effort to all she encounters”.
- 2) Computer work station – Trustee Dart asked if there could be a work station set up at the Village Officer for Trustees and any other employee who may need computer and printer access. Discussion followed. Trustee Dart will seek donations as to not burden the Village with the cost of a new computer.
- 3) Trustee Dart thanked the Public Works and Electric Departments for the great job they did on the maintenance they completed on the 115,000 volt line system at the substation on Saturday, May 14, while Pfizer was shut down for their routine maintenance. Both crews have established a good routine while working together and exercised all safety precautions.

**OTHER REPORTS:****VILLAGE CLERK:**

No report

**ADMINISTRATOR:**

Updates:

Water Plant – The administrator, Trustee Moore, Trustee Arno and the treasurer met with Jason Denno from EFC to discuss upgrades, grants and evaluation of the water plant. Mr. Denno and the administrator are working on compiling information to apply for the 3<sup>rd</sup> round grant for water plant improvements/upgrades.

**TREASURER:**

On June 1<sup>st</sup> the tax bills will be at the printers.

**PUBLIC WORKS:**

Updates:

- Public Works and Electric Departments did maintenance at the substation during the Pfizer outage to switch loads
- Summer work beginning: curbing on lower State St, getting ready for blacktopping, storm drain repair and cut out frost heaves
- Trenching at the Civic Center is complete (7 lines)

**COMMENTS FROM THE PUBLIC:**

No comments

**EXECUTIVE SESSION:**

Mayor Letourneau asked for Executive Sessions to discuss ongoing Litigation and performance of particular employees. Motion made by Trustee Moore; Seconded by Trustee Dart; AYE  
CARRIED

Motion by Trustee Moore for a short recess at 8:06pm; Seconded by Trustee Mott; AYE  
CARRIED

Motion to enter into Executive Session at 8:08pm by Trustee Moore; Seconded by Trustee Arno.

Motion was made to come out of Executive Session at 8:45pm by Trustee Moore, Seconded by Trustee Arno.

Motion to return to Regular Session at 8:47pm by Trustee Mott, Seconded by Trustee Arno

Motion by Trustee Moore; Seconded by Trustee Mott: The Village Administrator will be paid for the 118 hours of compensatory time she now carries as a balance. Rate of pay will be at her current salary. ROLL CALL VOTE:

Trustee Mott	AYE
Trustee Moore	AYE
Trustee Arno	AYE
Trustee Dart	NAY

Motion by Trustee Moore; Seconded by Trustee Arno:

- a) Administrator is directed to not approve any further petitions for comp time from annual salaried employees (per Code Sec 19-3, E)
- b) Mayor will not approve any further petitions for comp time from Administrator (Per Code Sec 19-3, E)
- c) No comp time will be approved for any hourly, non-union, employee. Hours worked above 40/wk must be paid over time.
- d) Any comp time balances, with the exception of the Administrator, must be used by June 30, 2016
- e) Hourly, non-union employees will be required to use sick leave or vacation time when time off is required.

ROLL CALL VOTE:

Trustee Mott	AYE
Trustee Moore	AYE
Trustee Arno	AYE
Trustee Dart	AYE

**ADJOURNMENT:**

Motion by Trustee Mott at 9:02pm to adjourn; Seconded by Trustee Moore.

Respectfully Submitted,



Donna J. Boumil  
Village Clerk