

Minutes of the Regular Meeting of the Board of Trustees of the Village of Rouses Point, New York held on Monday, August 21, 2017 at Halstead Hall, 39 Lake Street, Rouses Point, NY commencing at 7:00 PM

PRESENT: Daniel H. Letourneau, Mayor
Benjamin J. Arno, Trustee
Thomas M. Dart, Trustee
Dale M. Menard, Trustee
Thomas D. Batha, Trustee

OTHERS PRESENT: Brian Pelkey, PWS
Clifford Sterling, Codes Enforcement Officer

RECORDING SECRETARY: Donna J. Boumil, Village Clerk

CALL MEETING TO ORDER:

Mayor Daniel H. Letourneau called the meeting to order at 7:00 PM and began with the Pledge of Allegiance.

PRESENTATIONS:

- 1) Danielle O'Mara – Tobacco Free, Clinton, Essex, and Franklin Counties
 - literature about Tobacco Free provided to the Board
 - Discussion points:
 - * Point of Sale
 - * Average age of new smokers in NYS is 13 yrs old
 - * Most littered item
 - * Sample policy provided for Tobacco Free, including e-cigarettes
 - * Signage available for Tobacco Free Zone
 - * Sample letter of support provided to the Board. Re: T-21

- 2) Mike LeBlanc – Chief, Rouses Point Fire Department
 - Informational: Ladder truck severely burning oil
 - Cost comparison to repair or purchase a new truck
 - The ladder truck is a 1975
 - The Fire Company (Montgomery Hose Hook and Ladder, Inc.) will purchase a replacement with their own funds
 - Will donate the newly purchased ladder truck to the Village
 - Explanation provided as to need for a ladder truck
 - * Many multiple story buildings in Rouses Point
 - * The nearest ladder truck available in area, except Plattsburgh
 - The fire department is looking to replace with a used ladder truck

- The Board agrees to accept the donation of the replacement ladder truck
- The Board agrees when the truck is surplus, the money will go toward the purchase of the replacement ladder truck
- Members of the Fire Department will travel to see possible replacements (fire department funds)
- Once the Fire Department locates a replacement ladder truck, the village mechanic will travel to inspect it
- Chief LeBlanc will keep the Board apprised of the progress

I. MINUTES:

Motion by Trustee Menard to accept the minutes of the Regular Meeting of August 7, 2017; Seconded by Trustee Arno; AYE CARRIED

II. BILLS: Voucher 17028 - 17091 \$ 202,011.06

No additions or deletions

Motion by Trustee Arno to approve and pay the bills; Seconded by Trustee Menard; AYE CARRIED

III. CORRESPONDENCE:

No correspondence

IV. REPORTS:

MAYOR:

1) Resolution 2017-35: Delegate Resolution MEUA Meeting September 19-22, 2017 in Saratoga Springs.

Motion by Trustee Menard to approve Resolution 2017- 35; Seconded by Trustee Batha; ROLL CALL VOTE Trustee Arno – AYE; Trustee Dart – AYE; Trustee Batha – AYE; Trustee Menard – AYE; AYE CARRIED

2) Resolution 2017-34: Budget Resolution (transfer funds for school & training)

Motion by Trustee Arno to approve the Budget Resolution; Seconded by Trustee Menard; ROLL CALL VOTE Trustee Arno – AYE; Trustee Dart – AYE; Trustee Batha – AYE; Trustee Menard – AYE AYE CARRIED

3) Update on applications for the Public Works Maintenance:

- 1 qualified application received, 1 additional qualified application pending
- Application deadline 8/25/17

4) Update on the Water Plant Rehab Project –

Mayor Letourneau summarized a recent email from Steve Marshall, NYS Dept of Health to AES (engineering firm) with a copy to the Public Works Supervisor

- Signed and stamped plans are required for final approval
- Labeling of components
- More detail on the chemical feed skid
- Inspection of dry well for structural integrity
- Confined space permits
- Creation of the O&M Manuals within the scope of the current project

- Possible elimination of the 3rd shift (should remain manned for 2-3 weeks to ensure the shift can actually be eliminated without issue)
- Upon completion of the upgrades and 2-3 weeks of manned 3rd shift, the Village shall submit a formal request to NYSDOH/CCHD to eliminate the 3rd shift.
- What are the short/long term plans for the Adams Filters?
The Mayor will report at the September meeting

Water testing schedule was clarified –

- Tests/sampling are run every 4 hours, 1 time daily, quarterly and yearly at various sights
- a travel log was provided to the Board showing the frequency of testing and sampling sites

5) Full-time Seasonal Recreation Center Maintenance Worker –

The previous seasonal person will not be returning.

Motion by Trustee Arno to authorize the Clerk to advertise for this position, not to exceed 6 months; Seconded by Trustee Menard; AYE CARRIED

TRUSTEE ARNO:

- 1) Thank you to Eric and Jason for installing the Pet Waste Stations
- 2) Trustee Arno will be going to Mooers Lawn and Garden to purchase 2 shrubs for Veterans Park
- 3) Trustee Arno, along with Public Works, will fix the Amy Gallagher Park with new soil
- 4) The Message Board was installed at the beginning of the Rec Trail at the Civic Center
- 5) Trustee Arno asked that Public Works trim trees along the sidewalks before winter
- 6) Discussion ensued regarding the replacement of the Administrator:
 - Hire someone for 20 hours/week, to start
 - Trustee Dart has completed the paperwork to try to hire a new person. There are obstacles with the job description. He is turning it over to the Mayor.
 - Discussion about other employees absorbing some of the duties
 - The Mayor has statutory authority to supervise department heads
 - Modify the administrator position description and take out what is not needed/wanted
 - The duty to supervise Department Heads will be left in the description but handled by the Mayor
 - Reach out to Mayor of Plattsburgh regarding employees who will lose their positions
 - Mayor Letourneau stated that he believes that the Village needs a full-time administrator
 - The Board will have a proposal for approval at the next meeting
 - The job duties of the administrator are defined in the Village Code (local law). Any alterations must be legally changed. The Mayor will consult with the Village Attorney

TRUSTEE DART:

- 1) Reference is made to previous conversations regarding the use of village vehicles and the mileage being put on them.
Discussion and clarification regarding a 5' x 8' mesh trailer that is being used by the Village. It belongs to the Water Plant and it is used to water the flowers on Lake Street.

TRUSTEE MENARD:

- 1) Discussion regarding issuance of letters to residents who are in violation of the codes regarding to the height of grass. Codes Enforcement Officer Clifford Sterling has been working on issuing violation letters.

TRUSTEE BATHA:

- 1) Update on the IEEP Program: Trustee Batha will be working with the Mayor to streamline the process. Trustee Batha provided an overview of the IEEP Program

OTHER REPORTS:

CLERK:

Nothing to report

DEPUTY TREASURER:

Nothing to report

PUBLIC WORKS SUPERVISOR:

Nothing to report

CODES ENFORCEMENT OFFICER:

- 1) Issued several letters to residents for violations (lengthy process: sent certified mail, some returned, some abandoned property, locating bank or property management company, etc); including grass violations, junk violations and other property management violations.
- 2) CEO will forward bi-weekly reports to the Mayor to keep the Board apprised of his activities.

COMMENTS FROM THE PUBLIC:

No comments

EXECUTIVE SESSION:

Motion by Trustee Arno to recess for an Executive Session to discuss the employment history of a particular employee; matters leading to the discipline of a particular person; and discussion of collective negotiations pursuant to the Taylor Law; Seconded by Trustee Menard; AYE CARRIED

Motion by Trustee Arno to enter into Executive Session at 8:17PM; Seconded by Trustee Menard; AYE CARRIED

No action taken in Executive Session

REGULAR SESSION:

Motion by Trustee Menard to enter into Regular Session at 9:46PM; Seconded by Trustee Batha

Trustee Arno made a motion to approve the Resolution To Bring Disciplinary Action; Seconded by Trustee Menard; AYE CARRIED

Trustee Batha made a motion to authorize the Clerk to advertise for a Full-time Village Administrator; Seconded by Trustee Menard; AYE CARRIED


Lincoln Blvd:

- Trustee Dart and Trustee Menard met with two (2) Council Members from the Town of Champlain regarding ownership and maintenance of Lincoln Blvd.
- The Town of Champlain owns Lincoln Blvd.
- Currently the Town plows and sands Lincoln Blvd.
- Meetings are being held to discuss the possibility of the Village of Rouses Point plowing and sanding Lincoln Blvd.
- Trustees Dart and Menard will keep the Board apprised of any future meetings.

ADJOURNMENT:

Motion by Trustee Arno to adjourn at 9:56PM; Seconded by Trustee Menard. AYE CARRIED

Respectfully Submitted,



Donna J. Boumil
Village Clerk