

Minutes of the Regular Meeting of the Board of Trustees of the Village of Rouses Point, New York held on Monday, August 7, 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:** Arsene F. Letourneau, Treasurer  
Brian Pelkey, PWS

**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.

**I. MINUTES:**

Motion by Trustee Arno to accept the minutes of the Regular Meeting of July 17, 2017; Seconded by Trustee Menard; AYE CARRIED

**II. BILLS:**            Voucher    16957 - 17014                    \$ 27,474.37

Motion by Trustee Menard to approve and pay the bills; Seconded by Trustee Batha;

Discussion: Trustee Batha inquired about disconnecting the phone lines for the fax and breathalyzer for the Police Department. CTC will be notified.  
AYE CARRIED

**III. CORRESPONDENCE:**

- 1) Letter of Resignation: John Mott resigned from Zoning Board of Appeals  
Motion by Trustee Batha to accept Mr. Mott's resignation; Seconded by Trustee Arno; Discussion: Thank you to Mr. Mott for his service on the Zoning Board of Appeals. AYE CARRIED

**IV. REPORTS:**

**MAYOR:**

- 1) Discussion and approval of Anti-Harassment Policy: On the recommendation of NYMIR, this Policy replaces the Workplace Violence Policy. It will be distributed to all employees and Trustees.  
Motion to accept by Trustee Menard; Seconded by Trustee Arno. AYE CARRIED

2) Sidewalk sales for local businesses:

- requests from local business to have sidewalk sales
- consultation with Codes Enforcement Officer
- Zoning Codes reviewed

Motion by Trustee Dart to allow local businesses to have sidewalk sales as long as the sidewalk have ample space for pedestrians to pass through. Seconded by Trustee Menard.

A letter will be distributed to local businesses informing the businesses of the Boards decision.

3) Public Works Maintenance Worker position:

- 5 applications received. No qualified candidates
- Discussion ensued: re-advertise to draw more attention

Motion by Trustee Menard to re-advertise in all media (Press Republican, The Sun, The Islander, etc.) for one (1) week with a description of benefits; Seconded by Trustee Arno; AYE CARRIED

4) Resolution 2017-32 Budget Modification: Motion by Trustee Batha; Seconded by Trustee Arno:

ROLL CALL VOTE: Trustee Arno – AYE; Trustee Dart – AYE; Trustee Batha – AYE; Trustee Menard – AYE. AYE CARRIED

5) Resolution 2017-33 Standard Work Day and Reporting Resolution for Elected and Appointed Officials.

- Trustee Menard's time worked must be reported to NYS Retirement System

Motion by Trustee Arno to approve; Seconded by Trustee Batha; AYE CARRIED

**DEPUTY MAYOR BATHA:**

- Discussion regarding property southeast of “beach” located near the bridge:
  - Has been mowed on a regular basis at residential level
  - The “beach” area is brush hogged a few times a season
  - Discussion ensued:  
Decision to mow the property southeast of the “beach” at the residential level for the remainder of the season.
  - Discussion of fall project of adding soil and weeding around rip rap for the October Agenda

**TRUSTEE ARNO:**

- 1) Library: Susan secured a grant to fix the brickwork on the library. Work to begin at the end of September. (the grant check has been received)
- 2) Rec Trail: equipment on Rec Trail well received by the public, signs and Pet Waste Stations have arrived and are awaiting installation, Pickleball: late August, early September

**TRUSTEE DART:**

- 1) Update and discussion on potential Administrative Assistant position:
  - In the process of creating a new position within the office.
  - Duties that were done by the administrator need to be done by someone (who will do in the interim)
  - Job duties were submitted to Civil Service (feedback received by Civil Service)
  - There is the possibility of distributing some duties to other employees (this will be for Board review)
  - Mayor Letourneau reiterated that there are some duties that are regulated by NYS Law and some duties that are not within the realm of Department Heads
- 2) Discussion of the use of the Village Vehicle by the Water Treatment Plant
  - Testing chlorine level daily at the WTP and tower
  - Testing throughout the village
  - Watering the plants and other duties assigned
  - Discussion of work schedule.

**TRUSTEE MENARD:**

Nothing to report

**OTHER REPORTS:**

**CLERK:**

Nothing to report

**TREASURER:**

- LED light bulbs: There are 729 bulbs left from the prior distribution to utility bill customers. Suggestion by Treasurer Letourneau to distribute on a first come, first serve basis until they are gone.
- The Board agreed to announce on the September utility bills that the LED bulbs will be available to customers on a first come, first serve basis. One (1) case will be reserved.

**PUBLIC WORKS SUPERVISOR:**

- 1) A hydrant will be replaced tomorrow at the south end of the village. A boil water order has been issued.
- 2) Working with Bryon Gelineault on water plant rehab. Report received from AES on final stages. This will be reported to the Health Department
- 3) Liaison between the Health Department and AES will be Bryon Gelineault
- 4) Spoke with Trustee Arno regarding substation maintenance
  - four (4) transformers that supply the village
  - clean one (1) transformer at a time
  - getting written estimates for maintenance of one (1) transformer at a time
- 5) Attended a meeting in Plattsburgh regarding reimbursement of funds spent during Winter Storm Stella. FEMA will schedule meetings with municipalities beginning August 21.
- 6) Sidewalk work is complete
- 7) Repairing broken water lines on Pratts, Church and some side streets.

For informational purposes: Mayor Letourneau stated that the sidewalks installed on Prospect Street are being installed by Luck Brothers and are part of the Rec Trail to Champlain

**COMMENTS FROM THE PUBLIC:**

No comments

**EXECUTIVE SESSION:**

Motion by Trustee Menard for an Executive Session to discuss the employment history of a particular employee; Seconded by Trustee Batha; AYE CARRIED

Motion by Trustee Arno for a short recess at 8:02PM; Seconded by Trustee Batha; AYE CARRIED

Motion by Trustee Arno to enter into Executive Session at 8:02PM; Seconded by Trustee Batha; AYE CARRIED

No action taken in Executive Session


**REGULAR SESSION:**

Motion by Trustee Menard to enter into Regular Session at 8:28PM; Seconded by Trustee Batha

**ADJOURNMENT:**

Motion by Trustee Arno to adjourn at 8:28PM; Seconded by Trustee Batha. AYE CARRIED

Respectfully Submitted,



Donna J. Bounml  
Village Clerk