

Minutes of the Regular Meeting of the Board of Trustees of the Village of Rouses Point, New York held on Tuesday, September 5, 2017 at Halstead Hall, 39 Lake Street, Rouses Point, NY commencing at 7:00 PM

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

**ABSENT:** Thomas M. Dart, 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.

**PRESENTATIONS:**

North Country Youth Hockey – Jason Schad, President and Jason Lemieux, Vice-President advised the Village Board of Trustees that they have purchased new speakers for the sound system for the Civic Center.

- Purchased with donations
- No cost to the Village
- NYCH will install and run new speaker wires

Mayor Letourneau expressed appreciation for all their work and efforts.

**I. MINUTES:**

Motion by Trustee Arno to accept the minutes of the Regular Meeting of August 21, 2017; Seconded by Trustee Menard; AYE CARRIED

**II. BILLS:**            Voucher    17103 - 17139                    \$ 143,410.19.

No additions or deletions. Correction on Page 2 – Electric – Riley Ford not Michael Riley

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

### III. CORRESPONDENCE:

- 1) Informational Purposes - Letter from the Rouses Point Dodge Memorial Library appointing Susan Sullivan as a permanent hire for Library Technician with a probationary period of fifty-two weeks.
- 2) Letter from Montgomery Hose, Hook & Ladder Co., No. 1, Inc informing the Board of a new member, Jamie Magarian. Motion by Trustee Batha to approve the new member with a probationary period of six months; Seconded by Trustee Menard; AYE CARRIED

### IV. REPORTS:

#### MAYOR:

#### 1) Support Letter from Tobacco Free (T-21)

Mayor Letourneau summarized and reviewed the letter distributed to the Board during the August 21<sup>st</sup> meeting by Danielle O'Mara.

- Discussion ensued. The Board collectively completed the form which will be mailed to Tobacco Free CFE
- Tobacco Free Zone signs are available at no cost to the Village
- PWS Pelkey will inform the Board where other signs are needed

#### 2) Rebranding the Crown Victoria (former RPPD)

- Decals are being removed and buffed out
- The radio, siren and lights are being removed by Wells Communication
- The vehicle will be assigned to the Village where needed
- This is of no cost to the Village. Reimbursable through the Municipal Restructuring Fund

#### 3) Report on Clinton County Sheriff's Office (CCSO) transfer of records and equipment

- Members of the Sheriff's Office recently here to organize and clean the Police Department
- Computers will be reviewed by the CCSO and recycled if necessary
- CCSO will be utilizing the Evidence Room
- Some office equipment and furniture has been reallocated to Village Departments

There was vandalism to the handrail on the ramp of the Stage. The Sheriff's Office investigated and the case is now closed. This incident is on record.

Trustee Batha asked if a monthly activity report could be provided to the Board. Mayor Letourneau reported that the Sheriff's Office patrols the Village 40-45 hours per week. The Mayor will inquire about the report.

#### 4) Report on status of application for open positions of FT Temp Rec Maint. Worker and Village Administrator.

- Rec. Maint. Worker – 1 application received. Waiting for Civil Service response as to qualification status.
- Village Administrator – 18 applications received to date, potential of 5-6 that are of interest.
- This will be a contract with modification. This position is not Civil Service or Union.

**5) Recreation Park Update –**

- Mayor Letourneau provided an update on behalf of the Recreation leader.
- Pickleball Court is complete – A clinic will be set up for late September
- Registration Kiosk for the Rec. Trail is installed and has been utilized

**6) Reporting of Vehicle Accidents**

- There are no procedures for employees in the event of a vehicle accident (only safety sensitive employees)
- Procedures for Operating Vehicles Owned by the Village of Rouses Point were previously distributed to the Board.
- These are procedures and guidelines
- No disciplinary action stated in the procedures
- Motion by Trustee Batha to accept the procedures as written for Reporting Accidents involving Vehicles Owned by the Village of Rouses Point; Seconded by Trustee Arno; AYE CARRIED

**7) Update on Security System**

- PWS Brian Pelkey is the Point of Contact with Alltech
- Security cameras have been ordered for the Civic Center
  - Will cover the Rec Park, Rec Center, Parking Lot and Stage
  - Images will be able to be stored

Alltech to fix the alarm at the Water Plant which performs a system check each night at 10:20PM

**8) Report on AES response to NYS DOH**

- Mayor Letourneau provided a summary of the response from AES to NYS DOH regarding the Water Treatment Plant – Pump Replacement & Retrofit project specifications and schematic drawings
- This response has been sent to DOH and the Village is awaiting their response
- PWS Brian Pelkey is spear heading the project

**9) Repairs to Fire Truck 305**

- Minor damage to Fire Truck 305 - \$262.45
- Fender flares, hinges and J Channel
- Funds will come out of the Self Insurance Fund

**TRUSTEE ARNO:**

- 1) Asked PWS Brian Pelkey about the flag pole being installed at the Memorial Park before winter
- 2) Inquired about progress with Lincoln Blvd.
  - The Committee is waiting for the Town of Champlain to set up a meeting

**TRUSTEE DART:**

Absent

**TRUSTEE MENARD:**

Nothing to report

**TRUSTEE BATHA:**

- 1) Update on the Public Works Maintenance Person vacancy at Public Works. The personnel committee and Public Works Supervisor determined that this position will remain vacant until Spring. It may be re-advertised in the future.

The employment ad will be put on the Village website

**OTHER REPORTS:**

**CLERK:**

Nothing to report

**DEPUTY TREASURER:**

Nothing to report

**PUBLIC WORKS SUPERVISOR:**

- PWS Brian Pelkey met with FEMA today regarding Storm Stella
- The County will be paving lower Chapman and Clinton Streets, weather permitting
- Sand and salt are mixed and stored for winter use.
- Waiting for 300 tons of salt. There is a bay designated for this.

**CODES ENFORCEMENT OFFICER:**

Absent

**COMMENTS FROM THE PUBLIC:**

Ron LeBlanc – Inquired if the Village was going to apply for the revitalization grant offered through the state.

**EXECUTIVE SESSION:**

Motion by Trustee Arno to recess for an Executive Session at 7:32PM to discuss the employment history of a particular employee; Seconded by Trustee Batha; AYE CARRIED

Motion by Trustee Arno to enter into Executive Session at 7:40PM; Seconded by Trustee Menard; AYE CARRIED

No action taken in Executive Session

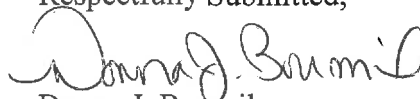
**REGULAR SESSION:**

Motion by Trustee Arne to enter into Regular Session at 8:00PM; Seconded by Trustee Batha

**ADJOURNMENT:**

Motion by Trustee Menard to adjourn at 8:00PMPM; Seconded by Trustee Batha; AYE CARRIED

Respectfully Submitted,



Donna J. Boumil  
Village Clerk