

Minutes of the Meeting of the Board of Trustees of the Village of Rouses Point, New York held on Monday, October 1, 2018 at Halstead Hall, Civic Center, 39 Lake Street scheduled to commence at 7:00 PM.

**PRESENT:** Thomas D. Batha, Mayor  
Benjamin J. Arno, Trustee  
Thomas M. Dart, Trustee  
Dale Menard, Trustee  
Ron R. LeBlanc, Trustee

**OTHERS PRESENT:** Steve Peters, Administrator  
Arsene Letourneau, Treasurer  
Brian Pelkey, Public Works Supervisor  
Jessica Shields, Rec Facility Manager

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

**I. CALL MEETING TO ORDER:**

Mayor Thomas Batha called the meeting to order at 7:00 PM and began with the Pledge of Allegiance.

**REGULAR SESSION:**

**II. OPEN TO THE PUBLIC:**

Connie Cassavaugh, The Gallery – Ms. Cassavaugh inquired if the Board would look at the zoning laws relative to the vacancy of buildings in the downtown area. Possibly imposing a stipulation that property owners fill vacant store fronts within a certain period of time. Mayor Batha suggested that Ms. Cassavaugh contact the Zoning Board Chair to discuss this. Clerk Boumil will contact Ms. Cassavaugh with contact information for the Zoning Board Chair Pat Birkett.

**III. MINUTES OF PREVIOUS MEETING:**

Trustee Dart made a qualifying statement regarding a vote during the September 17, 2018 meeting when Jerry Pivetta was appointed to the Wastewater Treatment Plant.

Trustee Dart submitted a statement via email which he stated that “it wasn’t my intention to vote “no” on appointing Mr. Pivetta to the WWTP. My “no” vote was intended for the Mayor to not rotate individuals in and out of the WWTP for dual certification. I would like this reflected in these minutes at approval time on 10/01”.

Trustee Menard made a motion to accept the minutes of the regular meeting of September 17, 2018; Seconded by Trustee Arno; AYE CARRIED

**III. BILLS:**           **VOUCHERS**           24760 – 24795           \$ 40,666.57  
No additions/deletions

Trustee Arno made a motion to approve and pay the bills; Seconded by Trustee Dart; AYE CARRIED

#### IV. CORRESPONDENCE:

No correspondence

#### V. REPORTS OF THE MAYOR AND TRUSTEES:

##### a. MAYOR THOMAS D. BATHA:

- 1) EMS Contract: The Champlain EMS Contract, ambulance service provider, is due to be signed and take effect January 1, 2019.  
Trustee Le Blanc will assist the Mayor in reviewing the contract with the administrator doing preliminary research.  
Mayor Batha will report on the progress at the next board meeting
- 2) Review of “motion procedures”:  
Mayor Batha explained the action of voting as defined by the Department of State –
  - Topic is presented. Motion made, seconded and discussion &/or voting.
  - The vote is final – no additions or modifications once it is voted on
  - Roll Call Vote – pertinent when voting on issues pertaining to money, resolutions, laws and wanting each member’s vote on record
- 3) Resolution 2018-22 Budget Resolution
  - Mayor Batha summarized the Budget Resolution pertaining to the grant received by the fire department (2017 Assisted Fire Fighters FEMA Grant)
  - Motion by Mayor Batha to approve the budget resolution; Seconded by Trustee Le Blanc; ROLL CALL VOTE: Trustee Arno – AYE; Trustee Dart – AYE; Trustee Menard – AYE; Trustee Le Blanc – AYE; Mayor Batha – AYE.
  - Mayor Batha would like to thank the fire department for the work they did in acquiring this grant.
- 4) Mayor Batha informed the Board that, with the help of the accounting department, 2 unused phone lines were located in the court and garage. These phone lines were disconnected saving the Village approximately \$101 a month.
- 5) Resignation of the Codes Enforcement Officer effective 10/2/2018
  - Council member Jean Birtz, Town of Champlain, met with Mayor Batha, Administrator Peters and Treasurer Letourneau and discussed the shared service of the Town CEO for 4 hrs/week (Wednesday) for \$7,000/yr which is 10% of his salary, benefits and vehicle. Possibly a 5-year contract.
  - Administrator Peters will contact the Village Attorney to discuss a contract and if binding for future boards.
  - Trustee Le Blanc made a motion to authorize the Mayor to enter into an agreement with the Town for limited use of the Town CEO for up to 2 months or until a specific contract is drawn up; Seconded by Trustee Dart; AYE CARRIED

##### b. TRUSTEE BENJAMIN J. ARNO:

- 1) Safety update:
  - 1<sup>st</sup> Aid kits are ordered for the trucks, loaders, etc.
  - Fire extinguishers are equipped in vehicles and equipment
- 2) Brush pick up: October 22-26, 2018
- 3) Trustee Arno asked for an update on the water plant from PWS Pelkey
  - DE filters, Adams System

- The pit outside of the water plant needs to be cleaned out
- The scheduling of personnel has been straightened out
- Mayor Batha stated that he plans to arrange a tour of the water plant facilities in Swanton, VT and Alburgh, VT for November.
- Trustee Dart expressed an opinion that the Village needs to go back to AES regarding the Village's dissatisfaction of the pumps

**c. TRUSTEE THOMAS M. DART:**

- 1) Motion by Trustee Dart for an Executive Session regarding the employee history of a particular employee. Trustee Dart stated that he just received a letter regarding an evaluation of an employee; Seconded by Trustee Arno; AYE CARRIED

**d. TRUSTEE DALE M. MENARD:**

- 1) Trustee Menard reiterated congratulations to the Rouses Point Fire Department for receiving the 2017 FEMA grant.

**e. TRUSTEE RON R. LEBLANC:**

- 1) Economic Development:
  - Trustee Le Blanc attended the ANCA meeting in Saranac Lake. Saranac Lake received a downtown revitalization grant
- 2) Trustee Le Blanc stated that he is continuing to spread the word about investment opportunities in the Village
- 3) Trustee Le Blanc and Trustee Dart will be attending the SUNY Potsdam Conference next week.
- 4) Trustee Le Blanc thanked members of the business community for attending the board meetings.

**f. OTHER REPORTS**

**ADMINISTRATOR:**

- 1) Administrator Peters gave an update on personnel at the Rec Center
  - There are 2 additional personnel hired for the Rec Center (1 FT, 1 PT)
- 2) Administrator Peters attended the NYCOM Conference last week. He stated that he was pleased to hear how well Rouses Point was thought of
- 3) The 1<sup>st</sup> Most on the Coast Craft Fair was held Saturday, September 29<sup>th</sup>.
  - Approx. 350 people came through the doors
  - 33 vendors
  - \$1,500 net after expenses
  - Many compliments from vendors and attendees (some visitors from Quebec, Latham and Vermont)
  - Anticipated this will be a yearly event
  - Trustee Arno stated that he would like to see a different sign in front of the Rec Center. The sign is too small. This will be discussed at budget time

**RECREATION FACILITY MANAGER:**

Rec Facility Manager Jessica Shields gave updates:

- 1) Outdoor tasks are being wrapped up

- 2) Winterizing the bathrooms
- 3) Beginning ice making this week. Mike Lemieux is helping in this process
- 4) The compressors are up and running. Trustee Menard inquired if there was a computer program that can be used to monitor the compressors. Ms. Shields stated that currently it is not operational She will contact Control Technologies of Vermont.

Mayor Batha stated there have been many compliments on the building.

- 5) Ms. Shields stated that the Rec Center received a grant for \$5,000 for the purchase of figure and hockey skates. This will enable the public to rent them for public skating. There may also be money for racks/cubbies

**TREASURER:**

Nothing to report

**PUBLIC WORKS SUPERVISOR:**

- 1) Update WWTP:
  - The training is going well
  - Personnel are working on projects – alarms, equipment
  - Sludge hauling to the Franklin County Landfill by C. Smith (waiting on quote)
- 2) The Manitou is working well. The line crew has been using it.
- 3) Repairs to the boat launch are complete
- 4) Contacted the Rail Road about the crossing at Chapman Street. They will take out some of the rails
- 5) sidewalk repairs complete
- 6) patchwork paving – removing some of the frost heaves for future paving
- 7) Trustee Dart inquired about the 2 rows of striped parking at the Rec Center
  - Trustee Arno will inquire about quotes

The administrator, treasurer and clerk were asked to leave the meeting prior to the Executive Session.

Motion by Trustee Menard to recess for Executive Session at 7:48PM; Seconded by Trustee Arno; AYE CARRIED.

Minutes of the remainder of the Board meeting were provided to the Clerk via email from Trustee Dart. (Copy attached)

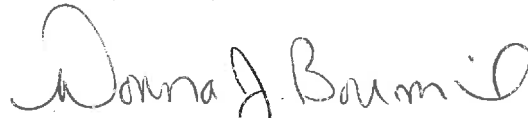
Minutes for Executive Session: Time in: 7:55      Adjourned: 8:30  
 Regular Session:      Time in: 8:31      Adjourned: 8:32

Discussion in Regular session: Letter referencing Jessica Shields

The Chair of Personnel read a letter from Steve Peters, supervisor of Ms. Shields, stating her satisfactory work during her probationary period, as the Recreation Facility Manager. Mr. Peters also stated that the board should vote to approve the change in hourly wage from the probationary rate of \$20.07 to \$21.07, effective retroactively to September 18, 2018 as per the CSEA Union Contract.

Vote: Vote in the affirmative

Respectfully Submitted,

A handwritten signature in cursive script that reads "Donna J. Bouml". The signature is written in black ink and is positioned above the printed name and title.

Donna J. Bouml  
Village Clerk