

Minutes of the Regular Meeting of the Board of Trustees of the Village of Rouses Point, New York held on April 17th, 2023, at Halstead Hall, Civic Center, 39 Lake Street scheduled to commence at 7:00PM.

PRESENT: Dale Menard, Deputy Mayor
Nicholas C. Southwick, Trustee
Brian S. Pelkey, Trustee
Benjamin J. Arno, Trustee

ABSENT: John J. LaBonte, Mayor

OTHERS PRESENT: Arsene Letourneau, Treasurer
John Cooper, Code Enforcement Officer
Tom Murnane, Village Attorney

RECORDING SECRETARY: Christopher Latremore, Clerk/Administrator

CALL MEETING TO ORDER:

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

I. PUBLIC HEARING:

The board opened the public hearing regarding the 2023-2024 Sewer Rates raising the rate by \$1.00 at 7:01PM.

Nobody addressed the board, and the public hearing was closed at 7:01PM.

Trustee Arno made a motion to accept the new sewer rates, seconded by Trustee Southwick.
Roll Call:

MAYOR JOHN J. LABONTE-ABSENT
DEPUTY MAYOR DALE M. MENARD-AYE
TRUSTEE BENJAMIN J. ARNO-AYE
TRUSTEE BRIAN S. PELKEY-AYE
TRUSTEE NICHOLAS C. SOUTHWICK-AYE
MOTION PASSED AS AMENDED.

II. COMMENTS FROM THE PUBLIC:

No one addressed the board.

REGULAR SESSION:

III. MINUTES OF PREVIOUS MEETING:

Trustee Arno made a motion to accept the minutes of the April 3, 2023, seconded by Trustee Pelkey. **ALL VOTED AYE. MAYOR LABONTE ABSENT.**

IV. BILLS: \$221,072.89 CHECK # 29488-29535

Treasurer Arsene Letourneau indicated that the following additions have been made to the bills:

- Business Cards- \$234.55
- Lee Carpet (Flooring for Office Renovations)- \$7,641.01
- NY Municipal Power Agency- \$52,603.00
- NY Power Authority- \$59,268.13
- Total Additions- \$59,268.13

Trustee Pelkey made a motion to pay the bills and the supplemental as printed, seconded by Trustee Southwick. **ALL VOTED AYE. MAYOR LABONTE ABSENT.**

V. CORRESPONDENCE:

1. Administrator Latremore stated that there was one letter for correspondence. The American Legion Post 912 is requesting that the Village of Rouses Point grants permission for them to distribute poppies for donation. If permitted poppies will be available for certain times throughout the Village between May and November. These will be for patriotic holidays such as Memorial Day, July 4th, Flag Day, and Veterans Day. Janice St. John signed the letter, and she expressed gratitude for support concerning the matter.

Trustee Pelkey made a motion to grant The American Legion Post 912 permission to sell poppies for donations, seconded by Trustee Southwick.
ALL VOTED AYE. MAYOR LABONTE ABSENT.

VI. REPORTS OF THE MAYOR AND TRUSTEES:

A. MAYOR JOHN J. LABONTE

Absent

B. DEPUTY MAYOR DALE MENARD:

1. Deputy Mayor Dale Menard said that Mayor LaBonte has been suffering from pneumonia so he would step in to list the Mayoral Appointments for 2023-2024.

The Mayoral Appointments are as follows:

POSITION	NAME	TERM
DEPUTY MAYOR	Dale Menard	(1-year term)
VILLAGE CLERK/REGISTRAR	Christopher Latremore	(2-year term)
DEPUTY VILLAGE CLERK/REGISTRAR	Patricia Garrand	(2-year term)

TREASURER	Arsene Letourneau	(2-year term)
DEPUTY TREASURER	Rebecca Pelkey	(1-year term)
ATTORNEY	Thomas M. Murnane	(annually)
BUDGET OFFICER	Arsene Letourneau	(1-year term)
IIEP OFFICER	John LaBonte	(1-year term)
YOUTH COMMISIONER	Charlene Sample	(1-year term)
LIBRARY BOARD TRUSTEE	Steve Lambert	(5-year term)
ZONING BOARD OF APPEALS	Patrick Canning	(4-year term)
ZONING BOARD OF APPEALS	Matthew Favreau	(2-year term)
ZONING BOARD OF APPEALS ALTERNATE	Brent Favreau	(2-year term)
DEPOSITORY	TD Bank & Champlain National Bank	(annually)
OFFICIAL NEWSPAPER	Press Republican	(annually)
EMS ADVISORY BOARD DELEGATE	Walter Laramie	(1-year term)
EMS ADVISORY BOARD ALTERNATE	Junior Moore	(1-year term)
FIRE ADVISORY BOARD DELEGATE	Michael LeBlanc	(1-year term)
FIRE ADVISORY BOARD ALTERNATE	Shawn LaBombard	(1-year term)
FIRE CHIEF	Michael LeBlanc	(1-year term)
1ST ASSISTANT CHIEF	Shawn LaBombard	(1-year term)
2ND ASSISTANT CHIEF	Chris Matott	(1-year term)

2. Deputy Mayor Menard listed the Mayoral Committee Appointments for 2023-2024.

The Mayor Committee Appointments are as follows:

COMMITEE	CHAIRPERSON	CO-CHAIRPERSON
Water & Sewer	Nicholas Southwick	Benjamin Arno
Electric	Benjamin Arno	Dale Menard
Community Development, Planning, Zoning, Codes	Dale Menard	Nicholas Southwick
Fire & EMS, Welcome Center	Benjamin Arno	Brian Pelkey
Public Works	Brian Pelkey	Nicholas Southwick
Personnel/Insurance	Brian Pelkey	Dale Menard
Parks & Recreation	Nicholas Southwick	Brian Pelkey

3. Deputy Mayor Menard reviewed the schedule of the Village Board Meetings for 2023-2024. He stated that all meetings will be held in Halstead Hall located at the Civic Center at 39 Lake Street, Rouses Point, New York, on the first and third Mondays of every month (exceptions for holidays in which the meeting date would fall on a Tuesday instead) and will begin promptly at 7:00PM unless otherwise noted. All meetings will be open to the public.
4. Deputy Mayor Menard indicated that the board reviewed every Village policy as listed:

Procurement Policy & Procedures
Conflict of Interest Policy
Family and Medical Leave of Absence Policy
Confined Space Entry Procedure
Fund Balance Policy
Electronic LED Sign/Message Board Usage Policy
Non-Sufficient Funds/Return Check Policy
Sale of Surplus Materials Policy
Ethics, Code Of
Rules of Procedure for Board of trustees Public Meetings
Policy Against Discrimination and Harassment
Sexual Harassment Policy
Alcohol, Marijuana, and Drug Policy
Vehicle Use Policy
Use of Village Property Policy
Workplace Violence Prevention Policy & Incident Reporting
Sick Leave Donation Policy Full-Time Non-Bargaining Unit Employees
Travel Policy
Internet and Acceptable Use Policy
Hazard Communication Program
Investment Policy

Deputy Mayor Menard mentioned that there were changes to the Procurement Policy & Procedures, the changes are as follows:

1. Page Two, Subsection F: Goods Purchased from, another governmental agency (i.e., Sourcewell).
2. All purchase order requests must be a minimum of \$500 or greater.

Trustee Arno made a motion to accept the revisions to the policies, seconded by Trustee Pelkey.

ALL VOTED, AYE. MAYOR LABONTE ABSENT.

5. Deputy Mayor Menard addressed the Village stating that spring clean-up for the Village will occur between May 8th and May 12th.

6. Deputy Mayor Menard made a motion to hold an executive session to discuss Local Law 120-25: Animals, seconded by Trustee Arno.
ALL VOTED, AYE. MAYOR LABONTE ABSENT.
7. Deputy Mayor Menard made a motion to hold an executive session regarding an electrical customer, seconded by Trustee Pelkey.
ALL VOTED, AYE. MAYOR LABONTE ABSENT.

C. TRUSTEE BENJAMIN J. ARNO

1. Trustee Arno stated that at this time the Library Board of Trustees would like to thank Miss Engelbrecht for 15 years of service to the Library and Library Board.
2. Trustee Arno mentioned that at the corner of State St and Maple St, there is a sidewalk block that is three (3) inches lower than the surrounding sidewalk. Trustee Arno asked Administrator Latremore to contact Adam Menard to go out and look because the sidewalk block is currently a trip hazard.
3. Trustee Arno stated that the Dodge Memorial Library, starting April 25th, 2023, will be open every Tuesday from 11AM to 6PM.
4. Trustee Arno indicated that Mr. Keable from Lake St asked him to bring up to the Village Board about parking issues on main street. Mr. Keable mentioned that his wife has customers that cannot get to their property and the customers must walk a significant distance to get access to their business. Mr. Keable asked if the Board could do anything about the matter.
5. Trustee Arno thanked the street department for their splendid work cleaning the sand off the roads.
6. Trustee Arno mentioned that the Fire Department had good a turn out for their breakfast.

D. TRUSTEE BRIAN S. PELKEY:

1. Trustee Pelkey made a motion to hold an executive session regarding personnel issues, seconded by Trustee Arno.
ALL VOTED, AYE. MAYOR LABONTE ABSENT.
2. Trustee Pelkey indicated that the 4th of July Committee is asking for permission to use the Civic Center for their Craft Vendor Show from June 30th to July 2nd.

Trustee Pelkey made a motion to give the 4th of July Committee permission to use the Civic Center from June 30th to July 2nd, seconded by Trustee Arno.
ALL VOTED, AYE. MAYOR LABONTE ABSENT.

3. Trustee Pelkey mentioned that the county is scheduling paving in the Spring this year instead of the Fall. Trustee Pelkey said that there is a ton of prep work to be done before the paving and unfortunately there is no time to do the prep work necessary to complete the curbing on Trahan Dr. The Public Works Supervisor, Adam Menard, asked if the Village could switch the roads that will be done this year. He asked that instead of paving Trahan Dr, they would pave Manor Dr. and Lower Academy St. by the school where it is rough, and prep for the curbing and paving to be done on Trahan Dr. next Spring.

Trustee Pelkey made a motion to do the paving on Manor Dr. and Lower Academy St. and prep the curbing on Trahan Dr. so it can be paved next Spring, seconded by Trustee Southwick.

ALL VOTED, AYE. MAYOR LABONTE ABSENT.

4. Trustee Pelkey stated that he has been getting an influx of phone calls from Village residents about needles and syringes being found on the sidewalks from individuals that are possibly using drugs. Last Thursday, the Village Office received a call about the matter which resulted in the Sheriff's Department being called but they indicated that they do not clean them up. State Troopers were then called afterwards, and somebody did end up disposing of them. Trustee Pelkey and Administrator Latremore discussed the matter and decided that when the Village received calls about this issue, the public works department will go out with grabbers and place the needles and syringes in a sharp object's container. Afterwards, they will be sent to the hospital for hazardous disposal. Trustee Pelkey suggested that if anyone sees someone disposing of these needles on the street to get a description and call the Village office so that the Sheriff's can be involved.
5. Trustee Pelkey mentioned that warm weather is coming, and it is important to get a crossing guard to be reinstated for the rest of the school year to help individuals cross Champlain St. The board agrees to have Mike Bushey start on May 1st, 2023.

E. TRUSTEE NICHOLAS C. SOUTHWICK:

No reports at this time.

VI. OTHER REPORTS:

1. Treasurer Arsene Letourneau wanted to remind water and sewer customers that April 28, 2023, is the last day to pay outstanding water and sewer bills. After that date, any unpaid water and sewer arrears are added to the tax roll and collected on June 1, 2023, village tax bills.
2. Code Enforcement Officer John Cooper wanted to address the complaint that Trustee Arno received about village parking. Code Enforcement Officer Cooper stated that he and Administrator Latremore were involved in village parking issues during the

winter. Code Enforcement Officer Cooper and Administrator Latremore found out that the village has no authority to enforce those laws. Code Enforcement Officer Cooper mentioned that there is a 2-hour parking limit in the village already. He stated that the board should investigate finding someone who can do parking enforcement in the village. Trustee Pelkey mentioned that the village can find a retired police officer that would be willing to be a part-time constable for the village to do the parking enforcement for a few hours a day. Administrator Latremore asked Village Attorney Tom Murnane if there is a possibility that the village could hire someone internally to become a parking enforcement officer and give out citations. Village Attorney Murnane stated that he would have to review the village code on the matter. He stated that he believes that there is already a code in place for having a constable, but he needs to review the requirements for one. Attorney Murnane said that he would review the code and report back to the board on this matter.

3. Trustee Pelkey reminded the village residents that there are open positions to work at the village such as a recreation manager, employees at the rec center, and positions at the electric department. Trustee Pelkey encouraged the public to contact the administrator for details on the positions and requirements.

VII. COMMENTS FROM THE PUBLIC:

None

VIII. RECESS:

Trustee Arno made a motion to enter recess at 7:24PM, seconded by Trustee Pelkey. **ALL VOTED, AYE. MAYOR LABONTE ABSENT.**

IX. EXECUTIVE SESSION:

Trustee Pelkey made a motion to enter executive session at 7:34PM, seconded by Trustee Arno. **ALL VOTED, AYE. MAYOR LABONTE ABSENT.**

Trustee Arno made a motion to exit executive session at 9:08PM, seconded by Trustee Pelkey. **ALL VOTED, AYE. MAYOR LABONTE ABSENT.**

X. REGULAR SESSION

Trustee Arno made a motion to enter regular session at 9:08PM, seconded by Trustee Southwick.

ALL VOTED, AYE. MAYOR LABONTE ABSENT.

Trustee Pelkey made a motion to increase Public Works Supervisor Adam Menard's salary to \$60,000 effective June 1, 2023, seconded by Trustee Arno.

ALL VOTED, AYE. MAYOR LABONTE ABSENT.

The Board requested a more detailed business plan to be submitted by ERS concerning the 64 Maple St. property.

XI. ADJOURNMENT

Trustee Arno made a motion to adjourn at 9:12PM, seconded by Trustee Southwick.
ALL VOTED, AYE. MAYOR LABONTE ABSENT.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Christopher W. Latremore". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Christopher W Latremore
Village Clerk/Administrator