

Minutes of the Regular Meeting of the Board of Trustees of the Village of Rouses Point, New York held on April 15th, 2024, at Halstead Hall, Civic Center, 39 Lake Street scheduled to commence at 7:00PM.

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

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

RECORDING SECRETARY: Christopher Latremore, Clerk/Administrator

CALL MEETING TO ORDER:

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

OATH OF OFFICE:

John LaBonte was sworn in as Village of Rouses Point Mayor for a two-year term.
Both Brian Pelkey and Benjamin Arno were sworn in as Village of Rouses Point Trustees for a two-year term.

I. PUBLIC HEARING:

The board opened the public hearing for comments on the 2024-2025 Tentative Budget at 7:05PM.

Nobody addressed the board, and the public hearing was closed at 7:05PM.

The board opened the public hearing regarding the 2024-2025 Sewer Rates at 7:05PM.

Nobody addressed the board, and the public hearing was closed at 7:05PM.

II. COMMENTS FROM THE PUBLIC:

No one addressed the board.

REGULAR SESSION:

III. MINUTES OF PREVIOUS MEETING:

Trustee Menard made a motion to accept the minutes of the April 1, 2024, seconded by Trustee Arno. **ALL VOTED AYE.**

IV. BILLS: \$165,595.52 CHECK # 30445-30493

Treasurer Arsene Letourneau indicated that there were three additions to the bills:

Business Cards- \$113.88

NY Power Authority- \$60,690.68

Simply Prescription-\$6,301.12

Total Additions- \$67,105.68

Trustee Menard made a motion to pay the bills and the supplement as printed, seconded by Trustee Pelkey. **ALL VOTED AYE.**

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 grant permission for them to distribute poppies for donation. If permitted, poppies will be available at 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 Menard made a motion to grant The American Legion Post 912 permission to sell poppies for donations, seconded by Mayor LaBonte.
ALL VOTED AYE.
2. Administrator Latremore addressed the Village board stating that spring clean-up for the Village will occur May 6th through May 10th.
3. Administrator Latremore advised the board that he received an email from Hanover High School Nationwide Eclipse team, NASA supported Nationwide Eclipse Balloon Project leader Kevin Lavigne. Mr. Lavigne expressed his gratitude for the outstanding support and generosity they received from the Rouses Point community, and that it played a pivotal role in the successful launch of their high-altitude science payload. He had a special thank you to the crew at the Rouses Point Civic Center, Benjamin Arno, and Calvin Castine among many others.

VI. REPORTS OF THE MAYOR AND TRUSTEES:

A. MAYOR JOHN J. LABONTE

1. Mayoral Appointments for 2024-2025.

The Mayoral Appointments are as follows:

POSITION	NAME	TERM
DEPUTY MAYOR	Dale Menard	(1-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)

LIBRARY BOARD TRUSTEE	Patricia Birkett	(5-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)
1 ST ASSISTANT CHIEF	Shawn LaBombard	(1-year term)
2 ND ASSISTANT CHIEF	Chris Matott	(1-year term)

2. Mayoral Committee Appointments for 2024-2025.

The Mayor Committee Appointments are as follows:

COMMITTEE	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. Mayor LaBonte reviewed the schedule of the Village Board Meetings for 2024-2025. 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. Mayor LaBonte indicated that the board reviewed 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

5. Mayor LaBonte reviewed Resolution 2024-9 to adopt a budget for the fiscal year June 1, 2024, through May 31, 2025.
Trustee Menard motioned accepting Resolution 2024-9 which would adopt a budget for the new fiscal year making appropriations for the conduct of the Village government and establishing the rates of compensation for officers and employees for such period, seconded by Trustee Southwick.
No further discussion.

Roll call:

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

6. Mayor LaBonte reviewed Resolution 2024-10 amending the sewer rate for 2024-2025 village fiscal year.
Trustee Southwick motioned accepting Resolution 2024-10 amending the sewer rates to reflect current Wastewater Department operations, seconded by Trustee Pelkey.
No further discussion.

Roll call:

**MAYOR JOHN J. LABONTE-AYE
DEPUTY MAYOR DALE M. MENARD-AYE
TRUSTEE BENJAMIN J. ARNO-AYE
TRUSTEE BRIAN S. PELKEY-AYE
TRUSTEE NICHOLAS C. SOUTHWICK-AYE**

MOTION PASSED

7. Mayor LaBonte reviewed Resolution 2024-11 amending the water rates for 2024-2025 village fiscal year.

Trustee Menard motioned a vote on Resolution 2024-11 amending the water rates to reflect current Water Department operations, which would make the monthly flat rate \$52.75 per month, seconded by Trustee Southwick.

No further discussion.

Roll call:

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

8. Mayor LaBonte reviewed Resolution acknowledging 30 years of service to the Rouses Point Fire Department for Michael LeBlanc and Donald Deso.

Trustee Pelkey motioned a vote on Resolution which expresses gratitude to Michael LeBlanc and Donald Deso each for their 30 years of volunteer service to the Rouses Point Fire Department, seconded by Mayor LaBonte.

No further discussion.

Roll call:

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

9. Mayor LaBonte reviewed Resolution 2024-12 Proxy vote with NYMPA.

Trustee Arno motioned a vote on Resolution 2024-12 that the NYMPA Board of Directors be and is hereby designated as the accredited delegate of the Village of Rouses Point at its annual meeting on May 21, 2024, in Syracuse, NY, seconded by Trustee Menard.

No further discussion.

Roll call:

**MAYOR JOHN J. LABONTE-AYE
DEPUTY MAYOR DALE M. MENARD-AYE
TRUSTEE BENJAMIN J. ARNO-AYE
TRUSTEE BRIAN S. PELKEY-AYE**

**TRUSTEE NICHOLAS C. SOUTHWICK-AYE
MOTION PASSED**

10. Mayor LaBonte indicated that the village received two RFQ's for the engineering service for Water and Wastewater System projects for the village. The applications received were New England Consulting Engineers and Barton and Loguidice. Mayor LaBonte indicated that based on the scoring evaluation Barton and Loguidice should be awarded the contract.

Trustee Menard made a motion to award the engineering services for Water and Wastewater System Projects to Barton and Loguidice, seconded by Trustee Southwick.

No further discussion.

Roll call:

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

11. Mayor LaBonte made a motion to hold an executive session to discuss Legal Issues, seconded by Trustee Pelkey.
ALL VOTED, AYE.

B. TRUSTEE DALE MENARD:

1. Trustee Menard wanted to remind everyone that spring cleanup dates are May 6th through May 10th and that there will be no pickups after said dates.

C. TRUSTEE BENJAMIN J. ARNO

1. Trustee Arno stated the sale of the eclipse magnets has been successful and thanked the businesses in the village for their participation, with the selling of the magnets, and reminded everyone that the proceeds will benefit the Rouses Point food self.
2. Trustee Arno made a motion to hold an executive session regarding contractual issues, seconded by Trustee Pelkey.
ALL VOTED, AYE.

D. TRUSTEE BRIAN S. PELKEY:

1. Trustee Pelkey Trustee Pelkey stated that he spoke to the Public Works Supervisor Adam Menard, and they have started sweeping the streets.

2. Trustee Pelkey mentioned that the Fire Department had good a turnout for their annual breakfast.
3. Trustee Pelkey advised that the Public Works Department has been working on extending the road to the stage at the Civic Center. Trustee Pelkey stated that they have been working on the drainage issues and that they have almost completed the project, and that it looks good.
4. Trustee Pelkey asked the Administrator to reach out to the department heads to get a list of surplus items.

E. TRUSTEE NICHOLAS C. SOUTHWICK:

1. Trustee Southwick thanked Heath Cardin and the Civic Center staff for all their work for the solar eclipse. Trustee Southwick noted that people traveled long distances, from many different states, to stop here in Rouses Point for the viewing of the eclipse.

VI. OTHER REPORTS:

1. Treasurer Arsene Letourneau wanted to remind water and sewer customers that April 30, 2024, 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, 2024, village tax bills.
2. Mayor LaBonte advised the board that he received a complaint from the school that a school bus mirror hit a basketball net causing damage to the bus mirror. Mayor LaBonte indicated that we had this same issue last year. Mayor LaBonte indicated that the village residents have been made aware that having items obstruct the village roads and/or sidewalks is in violation of village code, and asked Code Enforcement Officer John Cooper to patrol the village and to start writing tickets.

VII. RECESS:

Trustee Menard made a motion to enter recess at 7:37PM, seconded by Trustee Pelkey. **ALL VOTED, AYE.**

VIII. EXECUTIVE SESSION:

Trustee Pelkey made a motion to enter executive session at 7:42PM, seconded by Trustee Arno. **ALL VOTED, AYE.**

Trustee Menard made a motion to exit the executive session at 8:49PM, seconded by Trustee Pelkey.
ALL VOTED, AYE.

IX. REGULAR SESSION

Trustee Pelkey made a motion to enter regular session at 8:49PM, seconded by Trustee Arno
ALL VOTED, AYE.

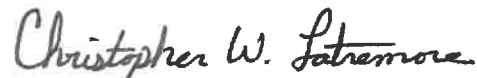
Mayor LaBonte made a motion to have the Village attorney Tom Murnane to proceed with a one-year rental agreement with the Clinton County Sheriff Department. The rent is to be in the amount of \$2,500.00. Failure to enter into rental agreement by June 1, 2024, Mr. Murnane is to proceed with a notice of eviction, seconded by Trustee Menard.
ALL VOTED, AYE.

Trustee Pelkey made a motion that Adam Menard may carry over 123 hours of vacation time from 2023-2024 village fiscal year at the current pay rate and the 123 hours must be used by December 31, 2024, seconded by Trustee Arno.
ALL VOTED, AYE. TRUSTEE MENARD RECUSED HIMSELF.

X. ADJOURNMENT

Trustee Arno made a motion to adjourn at 8:55PM, seconded by Trustee Menard.
ALL VOTED, AYE.

Respectfully Submitted,



Christopher W Latremore
Village Clerk/Administrator