

**Village of Champlain  
Organizational Meeting  
Public Hearing: 2018-2019 Budget  
Village Board Meeting  
April 2, 2018**

A Meeting of the Board of Trustees of the Village of Champlain was held on Monday, April 2, 2018 at the Village Office, 11104 Route 9, Champlain, New York. Present were Mayor Martin, Trustees Kim Trombley, McFetridge, Thomas Trombley and Gehrig, Clerk/Treasurer Munoz, Secretary Sousa and Supt. Jolicoeur.

Mayor Martin called the meeting to order at 6:00 p.m.

Oaths of Office were administered to newly elected Trustees Amy Gehrig and Thomas Trombley.

A motion was made by Trustee McFetridge and seconded by Trustee Kim Trombley to approve the minutes of the March 12, 2018 board meeting. Trustee Gehrig abstained. All members present voted aye. Motion carried.

At 6:35 pm a motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to open the Organizational Meeting. All members present voted aye. Motion carried.

**ORGANIZATIONAL MEETING**

**MAYOR'S APPOINTMENTS**

The following appointments were offered by Mayor Martin:

- A. Thomas Murnane be and is hereby appointed Village Attorney for a term of one year expiring on April 1, 2019, at the retainer set by annual budget appropriation.
- B. Juanita Munoz be and hereby appointed Clerk/Treasurer for a term of two years expiring on April 6, 2020 at the salary set by annual budget appropriation.
- C. Mary Sousa be and is hereby appointed Deputy Clerk for a term of one year expiring on April 1, 2019, at the salary set by annual budget appropriation.
- D. Michael Jolicoeur be and is hereby appointed Superintendent of Public Works for a term of one year expiring April 1, 2019, at the salary set by annual budget appropriation.
- E. Michael Tetreault be and is hereby appointed Fire/Building Codes & Zoning Enforcement Officer for a term of one year expiring April 1, 2019, at the salary set by annual budget appropriation.
- F. Juanita Munoz be and is hereby appointed Records Access Manager for a term of one year expiring April 1, 2019, at no salary.

- G. Mary Sousa be and is hereby appointed Registrar of Vital Statistics for a term of one year expiring April 1, 2019, at the salary set by annual budget appropriation.
- H. James Robbins be and is hereby appointed to the Planning Board for a term of five years expiring April 3, 2023 at no salary.
- I. Keith Ketterer be and hereby appointed to the Zoning Board of Appeals for a term of five years expiring April 3, 2023.

Motion to accept these appointments: Trustee Thomas Trombley  
 Seconded by: Trustee McFetridge  
 All members present voted aye. Motion carried.

**MAYOR'S COMMITTEE APPOINTMENTS/DESIGNATIONS**  
**APRIL 2, 2018 TO APRIL 1, 2019**

The following appointments were offered by Mayor Martin:

- |  |  |
|--|--|
| A. Deputy Mayor  | <u>Janet McFetridge</u>                          |
| B. Water & Sewer Commissioner<br>Deputy Commissioner                           | <u>Thomas Trombley</u><br><u>Kim Trombley</u>    |
| C. Street Commissioner<br>Deputy Commissioner                                  | <u>Kim Trombley</u><br><u>Janet McFetridge</u>   |
| D. Equipment/Tool Commissioner<br>Deputy Commissioner                          | <u>Amy Gehrig</u><br><u>Janet McFetridge</u>     |
| E. Building/Property Commissioner<br>Deputy Commissioner                       | <u>Kim Trombley</u><br><u>Amy Gehrig</u>         |
| F. Parks/Recreation Commissioner<br>Deputy Commissioner                        | <u>Amy Gehrig</u><br><u>Janet McFetridge</u>     |
| G. Personnel Commissioner<br>Deputy Commissioner                               | <u>Janet McFetridge</u><br><u>Kim Trombley</u>   |
| H. Harassment Committee Member<br>Harassment Committee Member                  | <u>Kim Trombley</u><br><u>Janet McFetridge</u>   |
| I. Shared Services Commissioner<br>Deputy Commissioner                         | <u>Thomas Trombley</u><br><u>Kim Trombley</u>    |
| J. Insurance Commissioner  | <u>Amy Gehrig</u>                                |
| K. Planning Board Liaison  | <u>Thomas Trombley</u>                           |
| L. Zoning Board Liaison  | <u>Gregory Martin</u>                            |
| M. Champlain Fire District Liaison   | <u>Gregory Martin</u>                            |
| N. Chairperson of the Zoning Board of Appeals<br>Vice-Chairperson of the ZBA   | <u>Clarke Herdic</u><br><u>Peter Visconti</u>    |
| O. Chairperson of the Planning Board<br>Vice-Chairperson of the Planning Board | <u>Keith Ketterer</u><br><u>Norman Koslofsky</u> |

P. Budget Officer

Gregory Martin

Q. Recreation Committee

Janet McFetridge

Motion to accept these appointments: Trustee Amy Gehrig

Seconded by: Trustee Kim Trombley

All members present voted aye. Motion carried

## **BOARD APPOINTMENTS**

The following appointments were offered by the Board of Trustees.

- A) Claire Clark and Marie Dupee be and are hereby appointed Inspectors of Election for a term of one year expiring April 1, 2019 at the salary set by annual budget appropriation, with Marie Dupee as chairperson.
- B) Beverly Maynard be and is hereby appointed Village Historian for a term of one year expiring April 1, 2019, at the salary set by annual budget appropriation.
- C) Kimberly McGoldrick be and is hereby appointed Recreation Director for a term of one year expiring April 1, 2019, at the salary set by annual budget appropriation.

Motion to approve these appointments: Trustee Gehrig

Seconded by: Trustee McFetridge

All members present voted aye. Motion carried.

## **BOARD DESIGNATIONS**

### **OFFICIAL NEWSPAPER**

The Press-Republican, Plattsburgh, N.Y. and the Sun Community News, Elizabethtown, NY be and are hereby designated the official newspapers of the Village of Champlain during the year April 2, 2018 through April 1, 2019.

Motion to approve this designation: Trustee McFetridge

Seconded by: Trustee Thomas Trombley

All members present voted aye. Motion carried.

### **VILLAGE BOARD MEETING SCHEDULE**

The second Monday night of each month be and is hereby designated as the official meeting night of the Village Board during the year April 2, 2018 through April 1, 2019, and the time be at 6:30 p.m. at the Village Office, 11104 Route 9, Champlain, New York. Further, a copy of said resolution be forwarded to the news media and others having an interest in said meetings and requesting copies thereof, thereby officially notifying the public, as required by law and in meeting the obligations of the Freedom of Information Act. Also, that said meeting dates be posted in one conspicuous place in the Village, as required by law.

Motion to approve this designation: Trustee Kim Trombley

Seconded by: Trustee Thomas Trombley

All members present voted aye. Motion carried.

## **ZONING BOARD OF APPEALS MEETING SCHEDULE**

The second Wednesday night of each month be and is hereby designated as the official meeting night of the Zoning Board of Appeals during the year April 2, 2018 through April 1, 2019, and the time be at 5 p.m. at the Village Office, 11104 Route 9, Champlain, New York. Further, a copy of said resolution be forwarded to the news media and others having an interest in said meetings and requesting copies thereof, thereby officially notifying the public, as required by law, and in meeting the obligations of the Freedom of Information Act. Also, that said meeting dates be posted in one conspicuous place in the Village, as required by law.

Motion to approve this designation: Trustee Thomas Trombley

Seconded by: Trustee McFetridge

All members present voted aye. Motion carried.

## **PLANNING BOARD MEETING SCHEDULE**

The third Wednesday night of each month be and is hereby designated as the official meeting night of the Planning Board during the year April 2, 2018 through April 1, 2019, and the time be at 5 p.m. at the Village Office, 11104 Route 9, Champlain, New York. Further, a copy of said resolution be forwarded to the news media and others having an interest in said meetings and requesting copies thereof, thereby officially notifying the public, as required by law, and in meeting the obligations of the Freedom of Information Act. Also, that said meeting dates be posted in one conspicuous place in the Village, as required by law.

Motion to approve this designation: Trustee Kim Trombley

Seconded by: Trustee Thomas Trombley

All members present voted aye. Motion carried.

## **2019-2020 ORGANIZATIONAL MEETING**

The Annual Organizational Meeting for the 2018-2019 official year, and for the various appointments and committees, be and is hereby scheduled for April 1, 2019, at 6:30 p.m. at the Village Office, 11104 Route 9, Champlain, New York.

Motion to approve this designation: Trustee McFetridge

Seconded by: Trustee Gehrig

All members present voted aye. Motion carried.

## **YOUTH COMMISSION**

The Village shall continue its participation in and with the joint projects of the Town of Champlain Youth Program, and with the Clinton County Youth Bureau as a member of said county-wide youth organization.

Motion to approve: Trustee Thomas Trombley

Seconded by: Trustee Kim Trombley

All members present voted aye. Motion carried.

## **VILLAGE POLICIES**

The Board of Trustees reviewed the following village policies:

1. Investment Policy
2. Procurement Policy
3. Personnel Policy
4. Rules of Procedures for Public Meetings
5. Code of Ethics

Motion to approve all policies as written: Trustee Gehrig

Seconded by: Trustee McFetridge

All members present voted aye. Motion carried.

## ANNUAL RESOLUTIONS

### **RESOLUTION FOR PAYMENT OF CLAIMS**

**WHEREAS** the Board of Trustees of the Village of Champlain has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

**WHEREAS** all such claims shall be presented at the next regular meeting of audit, and

**WHEREAS** the claimant and officer incurring or approving the claim shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

#### **NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the claims shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

**Section 2.** This resolution shall take effect immediately.

Motion to approve said resolution as written: Trustee Gehrig

Seconded by: Trustee McFetridge

All members present voted aye. Motion carried.

### **RESOLUTION FOR MILEAGE REIMBURSEMENT**

**WHEREAS** the Board of Trustees of the Village of Champlain has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village.

#### **NOW THEREFORE BE IT RESOLVED:**

**Section 1.** That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of **\$.55 per mile**.

**Section 2.** This resolution shall take effect immediately.

Motion to approve said resolution as written: Trustee Gehrig

Seconded by: Trustee Thomas Trombley

All members present voted aye. Motion carried.

### **RESOLUTION FOR OFFICIAL BANK DEPOSITORIES**

**WHEREAS** the Board of Trustees has determined that Village Law # 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all village monies;

#### **NOW THEREFOR BE IT RESOLVED:**

**Section 1.** That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, clerk and receiver of taxes during the year April 2, 2018- April 1, 2019:

TD Bank, Chazy Branch Office; Key Bank of N.Y., NA, Champlain Branch Office; Chase Manhattan Bank, New York, N.Y.; Key Trust Company, Albany, N.Y.; USDA/Rural Development, Ithaca, N.Y. and Champlain National Bank, Champlain Branch Office.

**Section 2. That this resolution shall take effect immediately.**

Motion to approve said resolution as written: Trustee Gehrig

Seconded by: Trustee McFetridge

All members present voted aye. Motion carried.

## STANDARD WORK DAY AND REPORT RESOLUTIONS

**BE IT RESOLVED**, that the Village of Champlain hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

TITLE	NAME	SS#	RETIRE. REG #	STANDARD WORKDAY	TERM	EMPLOYERS TIME KEEPING SYSTEM (Y/N)	DAYS/MONTH
Trustee	Kim Trombley	X	X	6	04/03/2017 04/01/2019	n	2.25
Clerk/Treasurer (2 yr term)	Juanita Munoz	X	X	8	04/02/18 - 04/06/20	Y	
Supt. of Public Works (1 yr term)	Michael Jolicoeur	X	X	8	04/02/18 - 04/01/19	Y	

Motion to approve resolution as written: Trustee Thomas Trombley

Seconded by: Trustee Gehrig

All members present voted aye. Motion carried.

At 6:49 pm a motion was made by Trustee McFetridge and seconded by Trustee Kim Trombley to come out of the Organizational Meeting. All members present voted Aye. Motion carried.

At 6:50 pm a motion was made by Trustee Gehrig and seconded by Trustee Thomas Trombley to go into regular meeting. All members present voted aye. Motion carried.

### REPORT FROM THE MAYOR

Mayor Martin said that he will be meeting with a Town Board member to discuss water rates.

### REPORT FROM THE TRUSTEES

Trustee McFetridge

Trustee Janet McFetridge reported the following events in the Village:

Cooking Class on Sat., April 7<sup>th</sup> from 2-3 at the Meeting House w/ a focus on casseroles.

Slow Art Day April 14<sup>th</sup> from 1 – 3 pm

Arbor Day celebration on April 22<sup>nd</sup> with a village cleanup in the morning and children's activities & tree planting at the playground in the afternoon. She is looking for people to be part of the Tree Committee.

Trustee Kim Trombley

Trustee Trombley said she spoke with the office manager at St. Mary's about using their fields. She said that they need to go through Ogdensburg regarding insurance. Also, they do not know about the new construction.

Clerk/Treasurer Munoz said that she has spoken with Laura Trahan since then, who said that we should be able to use those fields. They spoke with Paul Seymour regarding construction St. Mary's is requesting a Certificate of Insurance with Ogdensburg as 2<sup>nd</sup> insured.

Trustee Thomas Trombley

Trustee Trombley thanked voters who came out on Election Day.

Trustee Amy Gehrig

Trustee Gehrig reported that she had finalized the application for the Charles Wood Foundation. She requested funds for a kayak or canoe launch pad for \$5,000.

She would like to sit down with Janet McFetridge to set up a 5 year plan for these grants. She said that Lowe's has a rolling grant and Trustees McFetridge and Gehrig are going in to Lowe's to check on that. She asked the board to let her know what areas are most important to them. There is a Well Fargo grant for revitalization in the northern area. Also a Kaboom grant which is a 50/50 grant. We can buy equipment from them at a reduced rate and supply in kind services or other grant funding. We need to identify what we want to ask in grants. She said that there seem to be 3 main categories with grants available: 1) Health & Fitness 2) Children 3) Community Arts.

We could look at Music in the Park for the Charles Wood Foundation for next year.

We received funds for one bench, which has arrived. Does the board want her to look for more grants money for another bench?

Trustee Gehrig said that the Fitness in the Park grant is out of funds, but she found another source of funding. She asked which programs we might want to do again for Fitness in the Park. Trustee McFetridge suggested Hip Hop Dance, which was very popular last year. Trustee Gehrig said that she will look into getting that set up.

Mayor Martin asked if two benches is enough in Paquette Park. There are 4 there now, but all are in bad shape. Discussion followed. The board agreed on two new benches in Paquette Park. One has been purchased with a grant and the second bench can be paid for through the playground fund.

**PUBLIC HEARING: 2018-2019 ANNUAL BUDGET**

At 7:04 pm a motion was made by Trustee Gehrig and seconded by Trustee Kim Trombley to come out of Regular Meeting. All members present voted aye. Motion carried.

At 7:04 pm a motion was made by Trustee Gehrig and seconded by Trustee Kim Trombley to go into Public Hearing. All members present voted aye. Motion carried.

There was no one here from the Public this evening to comment.

A motion was made by Trustee Gehrig and seconded by Trustee Kim Trombley to approve the 2018-2019 Annual Budget. Roll call vote as follows:

Trustee Kim Trombley	Aye
Trustee McFetridge	Aye

Trustee Thomas Trombley	Aye
Trustee Gehrig	Aye
Mayor Martin	Aye

Motion carried.

At 7:06 a motion was made by Trustee Gehrig and seconded by Trustee McFetridge to come out of Public Hearing. All members present voted aye. Motion carried.

At 7:06 a motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to return to Regular Meeting. All members present voted aye. Motion carried.

**REPORT FROM THE CLERK/TREASURER**

Clerk/Treasurer Munoz said that the board has been copied with the Expense and Revenue report for March.

We need to make three transfers.

TO:	A5142.2	Snow Removal: Equipment		\$2,450
FROM:	A5142.4	Snow Removal: Contractual	\$2,450	

This is for the Snow Plow Truck repairs

TO:	A5142.1	Snow Removal: Personnel		\$1,360
FROM:	A5110.1	Street Maint: Personnel	\$1,360	

TO:	A1325.11	NYCOM Schooling		\$800
FROM:	A9040.8	Workers Com	\$800	

For Mayor Martin’s NYCOM Conference

TO:	A1490.2	Public Works: Admin.		\$1,025
FROM:	A5110.4	Street Maint: Contractual	\$1,025	

A motion was made by Trustee Thomas Trombley and seconded by Trustee McFetridge to approve these transfers.

Trustee Gehrig asked if we use winter hours where DPW workers come in earlier and leave earlier. She asked if we are paying overtime now if they come in early.

Supt. Jolicoeur said that, yes, we do pay overtime when DPW come in early.

Trustee Gehrig said that we should look at using Winter Hours per our Personnel Policy to save money on overtime. We should either use the policy as written or take it out of the Personnel Policy. Discussion followed.

Trustee Thomas Trombley asked if that Policy conflicts with the Labor Union?

Trustee Gehrig said that it does not. Mayor Martin said that we can look at doing this.

Roll call vote as follows:

Trustee Kim Trombley	Aye
Trustee McFetridge	Aye
Trustee Thomas Trombley	Aye
Trustee Gehrig	Aye
Mayor Martin	Aye

Motion carried.

**PRESENTATION OF WARRANT AND PAYMENT**

Clerk/Treasurer Munoz said there are addition invoices of \$6,182.23 to add to the warrant for a total of \$17,997.62.

A motion was made by Trustee Thomas Trombley and seconded by Trustee McFetridge to approve the warrant with additional invoices for a total of \$17,997.62.



Roll call vote as follows:

Trustee Kim Trombley	Aye
Trustee McFetridge	Aye
Trustee Thomas Trombley	Aye
Trustee Gehrig	Aye
Mayor Martin	Aye

Motion carried.

Purchase Requisition: Diamond Program/GPS Program

Spt. Jolicoeur said that the Diamond GPS program was presented at a recent class in Peru. It is a mapping system in the cloud that allows us to map a number of different things on the system including water shutoffs, hydrants, street signs, sidewalks, trees, valve boxes, water mains. This information can be exported to others to see temporarily as well. He said that Casale was supposed to make “as-built” maps as part of the water project, but that did not get done. Bernier and Carr is working on building us a map, but it would be in paper form only which can’t be taken out into the field. We have points for most of the valves and curb stops, but nothing saved to the cloud. The cost for this program is \$19/month per user and there is no contract. If you stop using their program, you can save what you have entered and export it to keep. Supt. Jolicoeur said that we have a trial period of 30 days, and he has put some points in the system already. He can put notes on the program for service calls or generate work orders. Supt Jolicoeur said that this will help with the new hydrant flushing plan since the change of direction of flow. Discussion followed.

Supt. Jolicoeur requested the Diamond Maps GPS program for one year at \$19/month.

Mayor Martin said that we can prepay for the full year.

A motion was made by Trustee Thomas Trombley and seconded by Trustee McFetridge to get Diamond Maps for a one year trial. Roll Call vote as follows:

Trustee Kim Trombley	Aye
Trustee McFetridge	Aye
Trustee Thomas Trombley	Aye
Trustee Gehrig	Aye
Mayor Martin	Aye

Motion carried.

**REPORT FROM THE SUPERINTENDENT**

Supt. Jolicoeur reported the following:

The DPW put cold patch down to fill some pot holes

The DPW will be digging the Village parking lot next week. They jack-hammered inside of the garage today. He thinks we may need to rent a mini to dig inside. Discussion followed on the excavation & testing in the Village garage and the front parking area.

**CORRESPONDENCE**

1. Corresp. from Stewarts with Holiday Match Grant
2. Corresp. from Clinton County Health Dept. regarding “Profile in Public Health”
3. Corresp. from Assemblyman Billy Jones
4. Corresp. from US Dept of the Interior regarding Sea Lamprey Control Program
5. Corresp. from Clinton County Health Dept. requestion Community Liaison
6. Corresp. from Codes Officer Tetreault to David Bernier
7. Notice of Violation to Curtis Labarge
8. Corresp. from ATL to schedule Excavation Monitoring Investigation.

## **NEW BUSINESS**

### Bike Racks

Clerk/Treasurer Munoz said that we have 3 quotes for bike racks, but shipping is very expensive; between \$180 and \$300 for 2 racks. They have researched different colors and 2 purple racks with shipping would be \$922. The cost for two racks from Home Depot is \$396 w/free shipping, but they will be black. She said that we could use the \$500 in grant funds from Stewarts for that purchase.

Trustee Gehrig thanked Stewarts for their generous donation of \$500 to our community. The board agreed to go with Home Depot and get 2 black racks.

### Community Liaison

Mayor Martin said that we need a Community Liaison for the Clinton County Health Dept. Trustee Kim Trombley volunteered.

### Spectrum Franchise Agreement

Mayor Martin said that we could have the representative from the Public Service Commission come up to go through this contract with us. Trustee Kim Trombley said that she would like to go over the last contract we had with them, but that would be a good idea. Discussion followed.

## **OLD BUSINESS**

### Blowers

Mayor Martin said that we have no news from Mr. Fletcher

### I & I Study

Mayor Martin said that we have no news from Mr. Fletcher

### Water Rates

We will look at this at the May meeting.

### Youth Recreation Program

Mayor Martin said that we have a meeting with Town Officials on this. There is no conclusion on what our share of this is going to be. There is still the issue of field maintenance. We have a revised budget from the Village of Rouses Point. We need to come up with an action plan for this program.

### Atlantic Testing Labs

Mayor Martin said that Supt. Jolicoeur has been in contact with ATL. Michael will start taking out the floor as much as possible before they come here, but we need to have a licensed organization to handle this. Hopefully we will know more by May or June as to what will need to be done. DEC has suggested we put plastic on the floor and walls of the basement, pump all air outside, and make it airtight. Discussion followed.

Trustee Kim Trombley asked if there is a contingency plan if we need to leave this building. Trustee McFetridge has volunteered the Meeting House.

## **ADJOURNMENT**

There being no further business before this board, at 7:57 pm a motion was made by Trustee Gehrig and seconded by Trustee Thomas Trombley to adjourn. All members present voted aye. Motion carried.