

# **Village of Champlain Board Meeting Minutes February 12, 2018**

A Meeting of the Board of Trustees of the Village of Champlain was held on Monday, February 12, 2018 at the Village Office, 11104 Route 9, Champlain, New York. Present were Mayor Martin, Trustees Kim Trombley, Thomas Trombley and McFetridge, Codes Officer Tetreault, Superintendent Jolicoeur, Clerk/Treasurer Munoz and Secretary Sousa. Trustee Gehrig was excused this evening.

Mayor Martin called the meeting to order at 6:30 p.m.

A motion was made by Trustee McFetridge and seconded by Trustee Kim Trombley to approve the minutes for the January 8, 2018 regular board meeting. All board members present voted aye. Motion carried.

## **PRESENTATION OF PETITIONS, COMMUNICATIONS, NOTICES & GENERAL QUESTION PERIOD FOR MEMBERS OF THE COMMUNITY**

There was no one present from the community this evening.

## **REPORT FROM CODES OFFICER**

Codes Officer Tetreault reported the following for January:

- Attended fire at Oak Street home, have met with owners on different occasions to discuss options, still no decisions.
- Spoke to Oak Street property owner concerning meeting about cleanup of property.
- Received a message from Cherry Street property owner concerning debris next to bike path, said it would be removed ASAP.
- Completed final inspection to verify only one peacock is at the Willow St. home. All ok.
- Completed annual report for NYS filed
- Closed several permits that were completed, filed away.
- Cleaned my desk for the year 2018.

Codes Officer Tetreault asked if we were supposed to make a policy for this (comfort animal/reasonable accommodations) issue. Mayor Martin said that he has heard nothing from their attorney's office. They were supposed to send ADA rules & regulations and a poster to put up. Codes Officer Tetreault thought that they were supposed to send a template of an ordinance for us to use. Discussion followed.

Trustee Thomas Trombley said that when he was out getting signatures this past week, some people were asking about garbage and messes at certain houses in the Village. Codes Officer Tetreault said that they need to call the office with locations. He said that it's the same people. He usually gets aggressive after Easter when the ground thaws. Trustee Thomas Trombley asked that Codes Officer take a ride around the village and check on some of the places that need cleaning up.

## **REPORT FROM MAYOR MARTIN**

Mayor Martin reported the following:

A grant application has been submitted to NYSERDA to help offset the cost of the wastewater blower project. This is grant for \$50,000 and we should be notified of the award in the next couple of months. I am going to recommend to the board that we continue to move forward using funds that we have in reserve for the blower replacement project and get this completed sooner than if we wait a

couple of months for the grant award. We will need to seek bids for this project, engineers will need time for project development and hopefully we can complete this project by the late summer/early fall.

The Town has reached an agreement with the water project bonding company for a negotiated amount to finish necessary water hookups and restoration. The Village, with legal advice, agreed to join the Town in this agreement in order to make sure our restoration needs will be addressed, as well as the Town's.

No recent update on the renovations on the Village office. The ground radar process is complete and a few areas of concern were located. We are awaiting recommendations from DEC and Atlantic Testing to determine the extent of the problem(s) and how best to deal with them. This may be a very expensive remediation for the Village and when we have more information, I will bring it to the Boards' attention.

We are compiling figures in order to move on replacing the water line from Ashline Drive to the vault near the Village Office. This is the line that has repeatedly caused leaking problems and it would be wise to replace it as soon as possible. Once we have figures, calls will go out to our political representatives seeking their help in paying for this replacement. The working plan is to replace 400' of pipe with valves and a new fire hydrant at Ashline Drive. Hopefully, we will have figures on the costs and will have to make a decision on how this replacement will be handled; Contracted or done in-house by our DPW crew.

Mayor Martin attended the Rec Youth Program meeting where there was discussion on costs, requests from another community, the fact that the village has only 14% of summer participants, and how future payments were to be allocated. We in the Village and Town will need to identify places where sports can be conducted, increasing local participation, decreasing costs and reducing the travel restrictions placed on local youth. It important that we identify other venues in order to keep the summer activities up and running in our village. He sent a letter to St. Mary's (regarding the use of the fields behind the church for the Youth Recreation Program). He also spoke with Mr. Valiquette about using the old Elementary School for recreation and he seemed very receptive to the idea. Mr. Valiquette is currently speaking with others about options for his property as well. There are also fields in Perry Mills that we can use for practice/games. A decision needs to be made soon so that applications can go out to the schools. Bringing sports back in to the Village will hopefully increase participation numbers.

A reminder that Village Elections are March 20<sup>th</sup> from noon to 9 pm. There are two Trustee positions on the ballot. Please exercise your right to vote.

## **REPORT FROM TRUSTEES**

### **Trustee Amy Gehrig**

Mayor Martin read Trustee Gehrig's report:

Both grants have been submitted and she will let us know if/when we get them. There is another grant due in March for health and wellness. She is thinking to submit a multi-use court such as pickle ball and convert it to an ice rink. The grant has an In Kind component, which should not be an issue as we will get plenty of volunteers.

### **Trustee Thomas Trombley**

Trustee Thomas Trombley had nothing to report this evening.

### **Trustee McFetridge**

Trustee McFetridge reported the following events in the Village:

She thanked Tracy Decoste, Jeff Wenig and Ron Gregoire for their music at the Meeting House last month. She thanked Peter Gallagher for the first cooking class last month as well.

There was a Kids Cooking class this past Saturday that was a lot of fun.

There are several other programs in the planning stages including Author Talks and chair yoga (for those with limited ability).

We will be hosting another International Slow Art Day on April 14<sup>th</sup> from 1-4 pm at the Meeting House and the History Center.

**Trustee Kim Trombley**

Trustee Kim Trombley had nothing to report this evening.

**REPORT FROM THE CLERK/TREASURER**

Clerk/Treasurer Munoz said that the board has been copied with the Expense and Revenue Report for January. Clerk/Treasurer Munoz said that the following transfers need to be made:

TO:	A5142.2	Snow Removal –Equipment		\$130,000
FROM:	A882	Reserves	\$130,000	
For new Trackless Sidewalk machine				
TO:	A1440.1	Engineer -Personal Services		\$3,500
FROM:	A1990.4	Contingency Fund	\$3,500	
For Atlantic Testing Labs				
TO:	F8340.1	Transmission/Distrib -Personal Services		\$30,000
FROM:	F8340.2	Transmission/Distrib-Equipment	\$30,000	
For Water Project and water breaks				

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve these transfers for at total of \$163,500. Roll Call vote as follows:

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

Motion carried.

Clerk/Treasurer Munoz said that there are additional invoices in the amount of \$3,222.76 to be added to the warrant, for a total of \$168,124.63.

<i>Constellation New Energy Inc.</i>	<i>A5182.4</i>	<i>\$273.73</i>
<i>Constellation New Energy Inc.</i>	<i>A5182.4</i>	<i>\$31.67</i>
<i>Dragoons Farm Equipment</i>	<i>A5110.2</i>	<i>\$1,725.00</i>
<i>Endyne</i>	<i>F8310.4</i>	<i>\$75.00</i>
<i>FireProTec Fire &amp; Safety</i>	<i>A1640.4</i>	<i>\$221.25</i>
<i>FW Webb Co</i>	<i>F8310.2</i>	<i>\$307.33</i>
<i>Hach</i>	<i>F8310.4</i>	<i>\$85.85</i>
<i>New York Rural Waters</i>	<i>F9089.8</i>	<i>\$48.00</i>
<i>New York Rural Waters</i>	<i>F9089.8</i>	<i>\$48.00</i>
<i>Petty Cash</i>	<i>A5110.4</i>	<i>\$42.00</i>
<i>EJ Prescott Inc.</i>	<i>F8310.2</i>	<i>\$146.28</i>
<i>Press Republican</i>	<i>A1450.4</i>	<i>\$41.76</i>
<i>Slack Chemical</i>	<i>F8330.4</i>	<i><u>\$176.89</u></i>
		<i>\$3,222.76</i>
<b>WARRANT</b>		<b><u>\$164,901.87</u></b>
<b>TOTAL</b>		<b><u>\$168,124.63</u></b>

A motion was made by Trustee McFetridge and seconded by Trustee Thomas Trombley to approve the warrant with additional invoices for a total of \$168,124.63. Discussion followed on electric rate increases.

Roll Call Vote as follows:

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

Motion carried.

## REPORT FROM SUPERINTENDENT

Superintendent Jolicoeur reported the following:

They have been doing snow removal and are putting the new sidewalk machine into use.

There have not been any water breaks in the past few weeks, but there were 8 water breaks in a 2-week period. The meter installations are almost complete.

They are removing the pressure pumps on Prospect Street and those residents have been notified that they will no longer receive a water service fee credit.

## PURCHASE REQUISITION

Supt Jolicoeur said that we had to dig a curb stop recently with 3 feet of frost. If we have to dig a shutoff valve for emergency purposes or there is a frozen line, we need to be able to dig through frozen ground. The cost of a hydraulic hammer is \$15,000-\$20,000. The least expensive way would be a bucket designed for this purpose.

### Werk-Brau

12" bucket with 3 teeth welded on bottom	\$2,950 + shipping	\$3,100
16" V bottom bucket w/ twin tiger teeth	\$2,100 + shipping	\$2,250

### PSM Corp.

Frost/Rock Buckets	\$5,800 + freight	\$6,000
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We also need a narrow bucket for trenching areas with utilities such as gas lines or fiber optic cables where our large bucket will not fit. If we have to dig any 12" water mains in the rock trenches that were hammered out, we will not be able to do so with the 24" wide bucket we have.

### Werk-Brau

12" standard bucket	\$875 + shipping	\$1,025
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He asked the board to approve up to \$3,300 for the purchase of a 16" Frost/Rock bucket and a 12" bucket. He said that there is a 30 day lead time for the frost bucket. We can wait for a shipment that includes more than one item to reduce shipping costs. Trustee Thomas Trombley said we may still need the frost bucket in March. Discussion followed.

Clerk/Treasurer said that we could take the funds from Water: Transmission and Distribution. The board agreed.

A motion was made by Trustee Thomas Trombley and seconded by Trustee McFetridge to approve the expenditure of \$3,300 for the purchase of a 16" V-bottom Bucket and a 12" standard bucket from Werk-Brau. Roll call vote as follows:

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

Motion carried.

**CORRESPONDENCE**

1. Corresp. from Codes Officer Tetreault to David Bernier
2. Letter from Ken Delafrange to Village Board regarding tax payments
3. Letter from Ken Delafrange to Village Board regarding employee benefits
4. Corresp. from Clinton County Treasurer with 4<sup>th</sup> quarter sales tax
5. Corresp. from Atlantic Testing Labs re: Concrete Special Inspection
6. Corresp. from Thomas Murnane re: Kasey Gregory case
7. JCEO monthly report

**NEW BUSINESS**

- 1) “Think Differently”

**RESOLUTION TO ADOPT THE “THINK DIFFERENTLY” INITIATIVE TO ASSIST THOSE WITH SPECIAL NEEDS AND THEIR FAMILIES**

**WHEREAS**, the “Think Differently” initiative is about promoting awareness and acceptance of all people, and advocating for the inclusion of all individuals living on the Autism Spectrum and with special needs; and

**WHEREAS**, our state and communities are stronger because of our diversity and differences; and

**WHEREAS**, for some people with special needs, the very things that make them unique can also keep them on the sidelines, separate from those who might not understand their difference or uniqueness; and

**WHEREAS**, it is important to promote and provide guidance to those with special needs on how to access publicly supported services available to them in the community; and

**WHEREAS**, it is important to encourage and educate the community and businesses on ways they can make facilities and services more accessible and how to train staff to welcome and support special needs customers and co-workers; and

**WHEREAS**, the goal of this initiative is to provide a supportive and inclusive environment for individuals of all abilities by supporting community events that expand family friendly opportunities for people with special needs and their families; and

**WHEREAS**, adopting the “Think Differently” initiative is an important statement that our Village can make to show our support for the differently-abled children and adults with special needs and their families.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Champlain adopt the “Think Differently” initiative so that we are better prepared to communicate with, provide for, and support those living on the Autism Spectrum and those with special needs.

Motion to approve this resolution made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley. Roll Call vote:

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

Motion carried.

Dated: February 12, 2018

2) Youth Rec Program

This has already been discussed. Mayor Martin will get back to the board regarding available fields. Trustee Thomas Trombley asked what other municipalities are doing. Mayor Martin said that right now, it's just the Town and Village of Champlain. We may still need to use Rouses Point resources and merge teams. Discussion followed.

3) Tree Community

Mayor Martin said that to become a Tree Community, we must celebrate Arbor Day, designate \$2/resident in our village budget, create a Tree Committee and develop a program for tree care & education and tree planting.

**VILLAGE OF CHAMPLAIN  
ARBOR DAY PROCLAMATION**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE the Board of Trustees of the Village of Champlain do hereby proclaim the last Friday of April as Arbor Day in the Village of Champlain, and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Motion made by Trustee Janet McFetridge and seconded by Trustee Thomas Trombley to approve.  
Roll Call vote as follows:

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

Motion carried.

Dated February 12, 2018.

4) I & I Resolutions (3)

Part of the Grant process requires that these three (3) resolutions are passed by the Village Board.

**RESOLUTION  
AUTHORIZING REPRESENTATIVE TO EXECUTE  
ENGINEERING PLANNING GRANT AGREEMENT**

WHEREAS, The Village of Champlain has been selected to receive \$30,000 in funding from the Engineering Planning Grant through the NY Clean Water State Revolving Fund Program, and

WHEREAS, The Village of Champlain wishes to access these funds for the purpose of performing an Inflow and Infiltration Mitigation Study, and

WHEREAS the Environmental Facilities Corporation (EFC) requires an Authorized Representative be assigned in order to access these funds for engineering services,  
NOW, THEREFORE, BE IT:

RESOLVED that Gregory Martin, Mayor of the Village of Champlain, is hereby authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contract, documents and instruments necessary to bring about the Project and to fulfill the Village of Champlain's obligations under the Engineering Planning Grant Agreement.

Motion to approve: Trustee Thomas Trombley  
Seconded by: Trustee Janet McFetridge

Roll Call Vote:	Trustee Kim Trombley	Aye
	Trustee Janet McFetridge	Aye
	Trustee Thomas Trombley	Aye
	Mayor Gregory Martin	Aye

Motion carried.

**RESOLUTION  
FOR AUTHORIZATION AND APPROPRIATION OF  
LOCAL 20% MATCH FOR  
ENGINEERING PLANNING GRANT**

WHEREAS, The Village of Champlain has been selected to receive \$30,000 in funding from the Engineering Planning Grant through the NY Clean Water State Revolving Fund Program, and

WHEREAS, The Village of Champlain has agreed to execute a Grant Agreement with the NYS EFC to access this grant, and

WHEREAS the Environmental Facilities Corporation (EFC) requires a minimum of 20% local match of the Grant Award, now, therefore, be it:

RESOLVED that the Village of Champlain authorizes and appropriates a minimum of 20% local match as required by the EPG Program for the Inflow & Infiltration Mitigation Study Project. Under the Engineering Planning Grant Program this local match must be at least 20% of the grant award of \$30,000.00. The maximum local share appropriated subject to any changes agreed to by Mayor Gregory Martin shall not exceed \$6,000.00. The total estimated maximum project cost is \$36,000.00.

Mayor Gregory Martin may increase this local match through the use of in-kind services without further approval from the Board of Trustees of the Village of Champlain. .

Motion to approve: Trustee Janet McFetridge  
Seconded by: Trustee Kim Trombley

Roll Call Vote: Trustee Kim Trombley Aye  
Trustee Janet McFetridge Aye  
Trustee Thomas Trombley Aye  
Mayor Gregory Martin Aye

Motion carried.

### **RESOLUTION DECLARING SEQR TYPE II DETERMINATIONS**

WHEREAS, The Village of Champlain has been selected to receive \$30,000 in funding from the Engineering Planning Grant through the NY Clean Water State Revolving Fund Program, and

WHEREAS, The Village of Champlain wishes to access these funds for the purpose of performing an Inflow and Infiltration Mitigation Study, and

WHEREAS, 6NYCRR Section 618.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law;

NOW, THEREFORE, BE IT RESOLVED: that the Village of Champlain hereby determines that the proposed engineering report for the Inflow & Infiltration Mitigation Study project is a Type II action in accordance with 6 NYCRR Section 617.5 ( c ) (18) which constitutes “Information collection including basic data collection and research” and is therefore not subject to review under 6 NYCRR Part 617.

Motion to approve: Trustee Thomas Trombley  
Seconded by: Trustee Kim Trombley

Roll Call Vote: Trustee Kim Trombley Aye  
Trustee Janet McFetridge Aye  
Trustee Thomas Trombley Aye  
Mayor Gregory Martin Aye

Motion carried.

### **OLD BUSINESS**

#### Office Renovation

Mayor Martin said that ATL radar found a hydraulic lift in the center bay, a pit on the side area and possibly a storage tank out front. ATL will need to drill some holes through the cement in these areas and see what they find. They may use cameras or take samples. We will wait to hear from DEC and ATL as to what we need to do next.

#### Blowers

Mayor Martin said that we have a webinar sponsored by NYSERDA on Feb. 28<sup>th</sup> to talk about these blowers. Mayor Martin recommended that we start using Reserve Funds to get started with the new



blowers. We can bill NYSERDA for the grant 25% once planning phase is completed, 25% after the project is started and 50% once the project is completed.

Once we receive the grant money, it can go back into reserves at the end of the year. The cost for the system is \$300,000 and we have \$250,000 in reserves.

Mayor Martin said that NYSEG contacted him about the replacement of bulbs with LEDs at the Water Treatment Plant. It would cost about \$1,200 to replace 10 items at the old water plant, with NYSEG contributing \$514 and the village contributing \$726. Supt. Jolicoeur said that we could do that ourselves less expensively.

### Training

1) Mayor Martin would like to have the DPW crew attend Water/Wastewater training on March 27<sup>th</sup> at Peru. This will give them water credits to keep their water licenses. The cost is \$24 per person for a total of \$96.00.

A motion was made by Trustee Kim Trombley and seconded by Trustee McFetridge to send the DPW crew to the water class in Peru for a cost of \$96.00. Roll call vote as follows:

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

Motion carried.

2) Supt. Jolicoeur said that there is excavator training class in Potsdam on March 22<sup>nd</sup> that he would like to attend, along with Jimmy Ondras. This is an all-day class put on by Dig Safe and there is no cost.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve Mike Jolicoeur and Jimmy Ondras attending excavating class in Potsdam on March 22<sup>nd</sup>.

Roll call vote as follows:

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

Motion carried.

### **ADJOURNMENT**

There being no further business before the board this evening, at 7:37 pm a motion was made by Trustee Kim Trombley and seconded by Trustee McFetridge to adjourn. All members present voted aye. Motion carried.