

**VILLAGE OF CHAMPLAIN
ORGANIZATIONAL MEETING
April 1, 2024**

A meeting of the Board of Trustees of the Village of Champlain was held on Monday, April 1, 2024 at the Village Office, 11104 Route 9, Champlain, NY.

PLEDGE OF ALLEGIANCE

NEWLY ELECTED BOARD MEMBERS SWORN IN

Trustee Joel Herzog and Trustee Charles Conner were sworn in for two year terms.

MEETING CALLED TO ORDER AND ROLL CALL

Present were Trustees Trombley, Molinski, Conner, Herzog and Mayor McFetridge.

MAYOR'S APPOINTMENTS

The following appointments were offered by Mayor McFetridge:

- A. Thomas Murnane be and is hereby appointed Village Attorney for a term of one year expiring on April 7, 2025, at the retainer set by annual budget appropriation.

- B. Mary Spring be and is hereby appointed Deputy Clerk for a term of one year expiring on April 7, 2025, at the salary set by annual budget appropriation.

- C. Michael Jolicoeur be and is hereby appointed Superintendent of Public Works for a term of one year expiring April 7, 2025, at the salary set by annual budget appropriation.

- D. Chris Matott be and is hereby appointed Fire/Building Codes & Zoning Enforcement Officer for a term of one year expiring April 7, 2025, at the salary set by annual budget appropriation.

- E. Juanita Munoz be and is hereby appointed Records Access Manager for a term of one year expiring April 7, 2025, at no salary.

- F. Juanita Munoz be and hereby appoint Clerk/Treasurer for a term of two years expiring April 6, 2026 at the salary set by annual budget appropriation.

- G. Mary Spring be and is hereby appointed Registrar of Vital Statistics for a term of one year expiring April 7, 2025, at the salary set by annual budget appropriation.

- H. Gregory Martin is hereby appointed to the Zoning Board for a term of five years expiring April 2, 2029.

- I. Sue Lefebvre is hereby appointed to the Planning Board for a term of five years expiring April 2, 2029.

Motion to accept these appointments: Trustee Conner
Seconded by: Trustee Molinski
All Aye. Motion carried.

MAYOR'S COMMITTEE APPOINTMENTS/DESIGNATIONS

April 1, 2024 TO APRIL 7, 2025

The following appointments were offered by Mayor McFetridge:

A. Deputy Mayor	Charles Conner
B. Water & Sewer Commissioner Deputy Commissioner	Kim Trombley Charles Conner
C. Streets/Sidewalk Commissioner Deputy Commissioner	Nicci Molinski Kim Trombley
D. Equipment/Tool Commissioner Deputy Commissioner	Charles Conner Joel Herzog
E. Building/Property Commissioner Deputy Commissioner	Joel Herzog Charles Conner
F. Parks/Recreation Commissioner Deputy Commissioner	Nicci Molinski Joel Herzog
G. Personnel Commissioner Deputy Commissioner	Kim Trombley Nicci Molinski
H. Harassment Committee Member Harassment Committee Member	Kim Trombley Joel Herzog
I. Shared Services Commissioner Deputy Commissioner	Nicci Molinski Joel Herzog
J. Insurance Commissioner	Kim Trombley
K. Planning Board Liaison	Charles Conner
L. Zoning Board Liaison	Janet McFetridge
M. Champlain Fire District Liaison	Janet McFetridge
N. Chairperson of the Zoning Board of Appeals Vice-Chairperson of the ZBA	Peter Visconti Gregory Martin
O. Chairperson of the Planning Board Vice-Chairperson of the Planning Board	Thomas Ryan Sue Lefebvre
P. Budget Officer	Janet McFetridge
Q. Recreation Committee	Janet McFetridge Nicci Molinski

Motion to accept these appointments: Trustee Trombley

Seconded by: Trustee Herzog

All ayes. 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 7, 2025 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 7, 2025, at the salary set by annual budget appropriation.

Motion to approve these appointments: Trustee Molinski
 Seconded by: Trustee Conner
 All ayes. Motion carried.

BOARD DESIGNATIONS

OFFICIAL NEWSPAPER

The Press-Republican, Plattsburgh, NY be and hereby designated the official newspapers of the Village of Champlain during the year April 1, 2024 through April 7, 2025.

Motion to approve this designation: Trustee Molinski
 Seconded by: Trustee Trombley
 All ayes. Motion carried.

VILLAGE BOARD MEETING SCHEDULE

The following dates be and are hereby designated as the official meeting nights of the Village of Champlain Board of Trustees during the year April 1, 2024 through April 7, 2025 and the time being at 6:30 p.m. at the Village Office, 11104 Rt. 9, Champlain NY:

- | | |
|-------------------|-------------------|
| April 15, 2024 | November 4, 2024 |
| May 13, 2024 | December 9, 2024 |
| June 10, 2024 | January 13, 2025 |
| July 8, 2024 | February 10, 2025 |
| August 12, 2024 | March 10, 2025 |
| September 9, 2024 | April 7, 2025 |
| October 7, 2024 | |

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 Conner
 Seconded by: Trustee Molinski
 All ayes. Motion carried.

ZONING BOARD OF APPEALS MEETING SCHEDULE

The second Wednesday night of each month is hereby designated as the official meeting night of the Zoning Board of Appeals during the year April 1, 2024 through April 7, 2025, at the time of 5:00 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 Trombley. Seconded by: Trustee Conner. All ayes. Motion carried.

PLANNING BOARD MEETING SCHEDULE

The third Wednesday night of each month is hereby designated as the official meeting night of the Planning Board during the year April 1, 2024 through April 7, 2025, at the time of 5:00 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 Molinski

Seconded by: Trustee Herzog

All ayes. Motion carried.

2025-2026 ORGANIZATIONAL MEETING

The Annual Organizational Meeting set for the 2025-2026 official year, and for the various appointments and committees, be and is hereby scheduled for April 7, 2025 at 6:30 p.m. at the Village Office, 11104 Route 9, Champlain, New York.

Motion to approve this designation: Trustee Conner

Seconded by: Trustee Herzog

All ayes. 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 this designation: Trustee Molinski

Seconded by: Trustee Conner

All ayes. Motion carried.

PUBLIC HEARING: 2024-2025 ANNUAL BUDGET

At 6:45 motion by Trustee Trombley, seconded by Trustee Conner to closed the Organizational Meeting. All ayes. Motion carried.

Motion by Trustee Molinski, seconded by Trustee Conner to open the Public Hearing. All ayes. Motion carried. Mayor McFetridge reported that in the proposed 2024-25 budget, taxes will remain at \$4.00/Thousand, Water rates will remain at \$7.00/Kgal and Sewer rates will be increased to \$7.00/Kgal.

No one was present from the community this evening.

At 6:48, motion by Trustee Molinski, seconded by Trustee Herzog to close the Public Hearing.

All ayes. Motion carried.

Motion by Trustee Molinski, seconded by Trustee Conner to re-open the Organizational meeting. All ayes. Motion carried.

ADOPTION OF BUDGET

Motion by Trustee Conner, seconded by Trustee Molinski to adopt the 2024-25 budget as written. Roll Call Vote:

- Trustee Trombley Aye
- Trustee Molinski Aye
- Trustee Conner Aye
- Trustee Herzog Aye
- Mayor McFetridge Aye
- Motion carried.

VILLAGE POLICIES

The Board of Trustees reviewed the following village policies:

- 1.
2. Investment Policy
3. Procurement Policy
4. Personnel Policy
5. Rules of Procedures for Public Meetings
6. Sexual Harassment Prevention Policy
7. Social Media Policy
8. Code of Ethics
9. Fund Balance Policy
10. Smoking Policy
11. Drug & Alcohol Policy
12. Workplace Violence Policy

Motion to approve all policies as written: Trustee Trombley

Seconded by: Trustee Molinski

All ayes. 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: Trustee Conner

Seconded by: Trustee Trombley

All ayes. 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 **\$.60 per mile**.

Section 2. This resolution shall take effect immediately.

Motion to approve: Trustee Molinski

Seconded by: Trustee Herzog

All ayes. 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 1, 2024 through April 7, 2025:

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: Trustee Molinski

Seconded by: Trustee Herzog

All ayes. 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 (2 yr term)	Kim Trombley	4800	2843290-0	6	04/03/2023 - 04/07/2025	N	2.25
Clerk/Treasurer (2 yr term)	Juanita Munoz	3200	4150442-5	8	04/01/2024 - 04/06/2026	Y	
Supt. of Public Works (1 yr term)	Michael Jolicoeur	500	6026045-3	8	04/01/2024 - 04/06/2025	Y	
Trustee (2 yr term)	Nicci Molinski			6	04/03/2023 - 04/07/2025	N	2.25

Motion to approve: Trustee Molinski

Seconded by: Trustee Trombley

All ayes. Motion carried.

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

At 6:51, there being no further business put before the board, motion by Trustee Trombley, seconded by Trustee Molinski, to adjourn. All ayes, motion carried..

Secretary Mary Sousa