

**Village of Champlain
Village Board Meeting,
Public Hearing for Annual Budget
& Organizational Meeting
April 1, 2019**

Newly elected Mayor Janet McFetridge, Trustee Nicole Molinski and returning Trustee Kim Trombley were administered the Oath of Office by Clerk/Treasurer Munoz and took their seats on the Board of Trustees.

Mayor McFetridge called the meeting to order at 6:40 p.m. Present were Mayor McFetridge, Trustees Thomas Trombley, Kim Trombley & Nicci Molinski, Clerk/Treasurer Munoz, Secretary Sousa. Also present was Clarke Herdic, Heather Deans, Kathryn Deans, Beverly Maynard and Nick Southwick. Trustee Amy Gehrig, Codes Officer Tetreault and Supt. Jolicoeur were excused this evening.

**ORGANIZATIONAL MEETING
April 1, 2019**

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 6, 2020, at the retainer set by annual budget appropriation.
- B. Mary Sousa be and is hereby appointed Deputy Clerk for a term of one year expiring on April 6, 2020, 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 6, 2020, at the salary set by annual budget appropriation.
- D. Michael Tetreault be and is hereby appointed Fire/Building Codes & Zoning Enforcement Officer for a term of one year expiring April 6, 2020, 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 6, 2020, at no salary.
- F. Mary Sousa be and is hereby appointed Registrar of Vital Statistics for a term of one year expiring April 6, 2020, at the salary set by annual budget appropriation.
- G. Peter Visconti be and is hereby appointed Chairperson for the Zoning Board of Appeals for the remainder of his five year term expiring April 5, 2021. Chairperson Clarke Herdic has resigned from this position.

- H. Lynn Hogle be and is hereby appointed to the Zoning Board of Appeals for a term of five years expiring April 1, 2024.
- I. Natasha Nevius is hereby appointed to the Zoning Board of Appeals replacing Nicci Molinski for the remainder of her five year term expiring April 6, 2020.
- J. Mark Maddy is hereby appointed to the Zoning Board of Appeals replacing Clarke Herdic for the remainder of his 5 year term expiring April 3, 2022.

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

MAYOR'S COMMITTEE APPOINTMENTS/DESIGNATIONS
APRIL 1, 2019 TO APRIL 6, 2020

The following appointments were offered by Mayor McFetridge:

- | | |
|---|-----------------------------------|
| A. Deputy Mayor | Thomas Trombley |
| B. Water & Sewer Commissioner
Deputy Commissioner | Thomas Trombley
Kim Trombley |
| C. Streets/Sidewalk Commissioner
Deputy Commissioner | Kim Trombley
Nicci Molinski |
| D. Equipment/Tool Commissioner
Deputy Commissioner | Amy Gehrig
Thomas Trombley |
| E. Building/Property Commissioner
Deputy Commissioner | Thomas Trombley
Amy Gehrig |
| F. Parks/Recreation Commissioner
Deputy Commissioner | Amy Gehrig
Nicci Molinski |
| G. Personnel Commissioner
Deputy Commissioner | Amy Gehrig
Kim Trombley |
| H. Harassment Committee Member
Harassment Committee Member | Kim Trombley
Nicci Molinski |
| I. Shared Services Commissioner
Deputy Commissioner | Thomas Trombley
Nicci Molinski |
| J. Insurance Commissioner | Amy Gehrig |
| K. Planning Board Liaison | Thomas Trombley |
| 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 TBT
O. Chairperson of the Planning Board Vice-Chairperson of the Planning Board	Keith Ketterer Norman Koslofsky
P. Budget Officer	Janet McFetridge
Q. Recreation Committee	Janet McFetridge

Motion to accept these appointments: Trustee Thomas Trombley
 Seconded by: Trustee Molinski
 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 6, 2020 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 6, 2020, 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 6, 2020, at the salary set by annual budget appropriation.

Motion to approve these appointments: Trustee Kim Trombley
 Seconded by: Trustee Molinski
 All members present voted aye. Motion carried.

BOARD DESIGNATIONS

OFFICIAL NEWSPAPER

The Press-Republican, Plattsburgh, NY and the Sun Community News, Elizabethtown, NY be and hereby designated the official newspapers of the Village of Champlain during the year April 1, 2019 through April 6, 2020.

Motion to approve this designation: Trustee Thomas Trombley
 Seconded by: Trustee Molinski
 All members present voted aye. 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 2 , 2019 through April 6, 2020 and the time being at 6:30 p.m. at the Village Office, 11104 Rt. 9, Champlain NY:

May 6, 2019	Nov. 4, 2019
June 10, 2019	Dec. 9, 2019
July 8, 2019	Jan. 13, 2020
Aug. 12, 2019	Feb. 10, 2020
Sept. 9, 2019	March 9, 2020
October 7, 2019	April 6, 2020

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 Molinski

All members present voted aye. 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, 2019 through April 6, 2020, 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 Thomas Trombley.

Seconded by: Trustee Kim Trombley

All members present voted aye. 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, 2019 through April 6, 2020, 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 Kim Trombley

All members present voted aye. Motion carried.

2020-2021 ORGANIZATIONAL MEETING

The Annual Organizational Meeting set for the 2020-2021 official year, and for the various appointments and committees, be and is hereby scheduled for April 6, 2020, at 6:30 p.m. at the Village Office, 11104 Route 9, Champlain, New York.

Motion to approve this designation: Trustee Thomas Trombley. Seconded by: Trustee Molinski

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 this designation: Trustee Kim Trombley. Seconded by: Trustee Molinski
All member 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
6. Sexual Harassment Prevention Policy

Motion to approve all policies as written: Trustee Thomas Trombley
Seconded by: Trustee Molinski
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 Kim Trombley.
Seconded by: Trustee Thomas Trombley.
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 Thomas Trombley
Seconded by: Trustee Molinski
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 THEREFORE 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, 2019- April 1, 2020:

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 Molinski.
Seconded by: Trustee Kim Trombley
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	TERM	EMPLOYERS TIME	DAYS/
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			#	WORKDAY		KEEPING SYSTEM (Y/N)	MONTH
Trustee (2 year term)	Kim Trombley	X	X	6	04/01/2019 04/01/2021	n	2.25
Clerk/Treasurer (2 year term)	Juanita Munoz	X	X	8	04/02/2018 - 04/06/2020	Y	
Supt. of Public Works (1 year term)	Michael Jolicoeur	X	X	8	04/01/2019 - 04/06/2020	Y	

Motion to approve resolution as written: Trustee Thomas Trombley.

Seconded by: Trustee Molinski

All members present voted aye. Motion carried.

VILLAGE BOARD MEETING

A motion was made by Trustee Kim Trombley and seconded by Trustee Thomas Trombley to approve the minutes of the March 11, 2019 Board Meeting. Trustee Molinski abstained. All members present voted aye. Motion carried.

PUBLIC COMMENT

There was no public comment this evening.

REPORT FROM CODES OFFICER TETREAU

Codes Officer Tetreault was not present this evening.

REPORT FROM THE MAYOR

Good evening. I would like to thank everyone who took the time to vote. It was a sizable turnout for an uncontested election and we are grateful for your interest and support. This change in leadership is certainly bittersweet for me. I joined this board six years ago and was fortunate to learn the ropes from Mayor Greg Martin who allowed and encouraged me to learn as much as possible as quickly as possible. I was a little concerned when the first discussions were about ductile iron pipe and Sensus water meters. I doubted whether I was even capable of understanding this information. Mere thanks aren't enough to express my gratitude for all Greg has done for this village. His dedication to the job as mayor went well beyond the basic job description, and he can never truly be replaced.

I am well aware that we do have our challenges ahead- water main breaks, sidewalk repair, street paving, and wastewater plant upgrades. We have already begun looking for money to fund some of these concerns. We will continue to keep you informed as we move forward on these projects. I am convinced that with Mary and Juanita in the office, with Mike and the DPW crew in the garage and out on the streets, and with this Board of Trustees, the Village of Champlain is in good hands.

However, the true strength of our community lies in its citizens. Each and every one of you has something to contribute to the social fabric of this village. Humans need opportunities to be engaged and connected to one another. Alienation and loneliness which are often pervasive in today's society can be replaced by structures of belonging. I look for opportunities to gather, to share ideas and concerns, to talk about Champlain of the past and Champlain of the future. Where are we headed? How will we get there? What role can each person play? I am aware of our problems, but I will always look for potential and possibilities. I believe that together we can create an even more vibrant village. I

look forward to our conversations. Please contact me any time. I thank you for your support, patience, and kindness as I begin serving as your mayor. It is an honor.

Report from Trustee Thomas Trombley

Trustee Trombley was happy to report the Michael King had passed his road test. He congratulated Mayor McFetridge and Trustee Molinski on their new appointment to the Village Board. He also congratulated Greg Martin on his retirement. Trustee Trombley reported that they have not yet received a response from the Town in the water project negotiations. Rick Hunter felt that their proposal wasn't required to go before the water committee team first, but Trustee Thomas Trombley disagreed. Trustee Kim Trombley noted that the last they have heard from the Town was on March 3rd.

PUBLIC HEARING: 2019-2020 ANNUAL BUDGET

At 7:00 pm a motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to close the regular meeting. All members present voted aye. Motion carried.

At 7:01 pm a motion was made by Trustee Kim Trombley and seconded by Trustee Thomas Trombley to open the Public Hearing. All members present voted aye. Motion carried.

Mayor McFetridge noted that in order to balance this budget, there will be an \$.08/Thousand increase in taxes, Transfer of \$74,500 from General Fund Balance, Transfer of \$25,168 from Water Fund Balance and transfer of \$72,570 from Sewer Fund Balance.

A motion was made by Trustee Kim Trombley and seconded by Trustee Thomas Trombley to approve the 2019-2020 budget as presented. Roll Call Vote as follows:

Trustee Kim Trombley	Aye
Trustee Molinski	Aye
Trustee Thomas Trombley	Aye
Mayor McFetridge	Aye

Motion carried.

At 7:10 p.m. a motion was made by Trustee Kim Trombley and seconded by Trustee Thomas Trombley to close the Public Hearing. All members present voted aye. Motion carried.

At 7:10 pm a motion was made by Trustee Thomas Trombley and seconded by Trustee Molinski to reopen the regular meeting. All members present voted aye. Motion carried.

Report from Trustee Kim Trombley

Trustee Trombley reported that she submitted the AARP Kayak Launch Grant application this week. It would cover the cost of a kayak launch (\$4,919) without rails or handles. Healthy Neighbors would fund those. Healthy Neighbors (thru the county) would want a counter system to track anyone putting boats in the water there. They can loan us a counter but we would need to purchase one of our own for about \$580. The AARP Grand is announced in August and we can either 1) purchase the launch ourselves after notification and wait to be reimbursed, or 2) after notification, wait for the check before purchasing the kayak launch. Mayor McFetridge felt that we could find funds to pay for the launch before receiving grant funds. The board agreed that we could purchase the system ourselves and replace those funds with the AARP check when it is received.

Report from Trustee Molinski

Trustee Molinski reported the following events at the library:

The first Women’s Tea Party event was a success with over 20 people attending and 7 presenters.

This Saturday the Easter Bunny will be there for photos and there will also be craft activities.

May 17th is Trivia Night. Teams can enter to complete with a \$10 entry fee.

June 27th there will another Paint & Sip fundraiser.

There will also be a Library Crawl coming up. Attendees get a passport to be stamped at 4 local libraries and then entered into a drawing.

Mayor McFetridge reported that the following events in the Village:

April 6th International Slow Art Day from 1-3 pm at the Samuel Champlain Museum & Meeting house.

April 7th Family Board Games at 2 pm at the Meeting House

April 13th Music at the Meeting House from 6:30-8 pm

April 27th from 1-2:30 Arbor Day Celebration at the Meeting House and Playground

Report from Clerk/Treasurer Munoz

Water/Sewer Billing totals are \$63,186.64 for water and \$71,191.17 for sewer

Transfers:

To:	G1440.1	Engineering	\$115,000
From:	G898	Fund Balance	\$115,000
For Engineering for Blowers			
To:	F8310.4	Water Admin.	\$5,000
From:	F8389	Other Water	\$5,000
For water testing, electricity			

A motion was made by Trustee Thomas Trombley and seconded by Trustee Molinski to approve these transfers. Roll Call vote as follows:

Trustee Kim Trombley	Aye
Trustee Molinski	Aye
Trustee Thomas Trombley	Aye
Trustee Gehrig	absent
Mayor McFetridge	Aye

Motion carried.

PRESENTATION OF WARRANT AND PAYMENT

There are additional invoices of \$5,976.62 to be added to the warrant for total amount of \$129,171.81.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve the warrant with additional invoices for a total of \$129,171.81. Roll Call vote as follows:

Trustee Kim Trombley	Aye
Trustee Molinski	Aye
Trustee Thomas Trombley	Aye
Trustee Gehrig	Absent
Mayor McFetridge	Aye

Motion carried.

REPORT FROM SUPT. JOLICOEUR

There is no report from the Supt. this evening

CORRESPONDENCE

1. Corresp. from Clinton County Highway Dept. regarding striping
2. Corresp. from Stewarts regarding Holiday Match Grant
3. Corresp. from Troy & Banks regarding utility bill audit.

NEW BUSINESS

Wastewater Credit: Luc Caron/Caron Fine Wood Products

On February 20th Supt. Jolicoeur contacted owner Luc Caron regarding high water reading at 6 Cotton Lane. Mr. Caron had a broken water line that was shut off and repaired. Supt. Jolicoeur confirmed that no water entered the wastewater system as a result of this break.

The average of the last three billings for this property was 3k gallons. This billing showed usage of 106K. The difference of 103K x \$7.30/K would offer a credit of \$751.90.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley approve a wastewater credit of \$751.90 to Caron Fine Wood Products acct # B4740.

All members present voted aye. Motion carried.

Bridge repainting

Mayor McFetridge reported that work will start on the Elm Street Bridge the second week of June, after the Memorial Day Parade. Both lanes will be closed for a month. This will affect school buses for a short time and the Fire Dept. Discussion followed.

OLD BUSINESS

Blowers at WWTP

One of the new blowers has been installed and is operating. The second blower will be installed later this week.

Contamination at Village Office

We are waiting to hear from the contractor on the next step

Water Project Negotiations

This was already discussed earlier in the meeting

LED Street Light Conversion

We have sent a letter to NYSEG regarding buyout of lights and are waiting to hear back.

ADJOURNMENT

There being no further business before the board, at 7:27 pm, a motion was made by Trustee Kim Trombley and seconded by Trustee Molinski to adjourn. All members present voted aye. Motion carried.