

**Village of Champlain
Organizational Meeting
Village Board Meeting
April 5, 2021**

A meeting of the Board of Trustees of the Village of Champlain was held on Monday, April 5, 2021 at the Village Office, 11104 Rt. 9, Champlain, New York.

The Oath's of Office were read for Mayor McFetridge, Trustee Nicole Molinski and Trustee Kim Trombley.

MEETING CALLED TO ORDER & ROLL CALL

Mayor McFetridge called the meeting to order at 6:35 pm.

Present were Mayor McFetridge, Trustees Molinski, Gehrig, Thomas Trombley and Kim Trombley, Supt. Mike Jolicoeur, Clerk/Treasurer Juanita Munoz, Secretary Sousa. Also present was Chuck Conner.

ORGANIZATIONAL MEETING

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 4, 2022, 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 4, 2022, 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 4, 2022, 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 4, 2022, 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 4, 2022, at no salary.
- F. Mary Sousa be and is hereby appointed Registrar of Vital Statistics for a term of one year expiring April 4, 2022, at the salary set by annual budget appropriation.
- G. Norman Koslofsky is hereby appointed to the Planning Board for a term of five years expiring April 6, 2026.
- H. Peter Visconti is hereby appointed to the Zoning Board of Appeals for a term of five years expiring April 6, 2026.

Motion to accept these appointments: Trustee Thomas Trombley

Seconded by: Trustee Gehrig

All members voted aye. Motion carried

MAYOR'S COMMITTEE APPOINTMENTS/DESIGNATIONS

April 5, 2021 TO APRIL 4, 2022

The following appointments were offered by Mayor McFetridge:

- | | |
|---|------------------|
| A. Deputy Mayor | Thomas Trombley |
| B. Water & Sewer Commissioner | Thomas Trombley |
| Deputy Commissioner | Kim Trombley |
| C. Streets/Sidewalk Commissioner | Kim Trombley |
| Deputy Commissioner | Nicci Molinski |
| D. Equipment/Tool Commissioner | Thomas Trombley |
| Deputy Commissioner | Amy Gehrig |
| E. Building/Property Commissioner | Amy Gehrig |
| Deputy Commissioner | Thomas Trombley |
| F. Parks/Recreation Commissioner | Nicci Molinski |
| Deputy Commissioner | Amy Gehrig |
| G. Personnel Commissioner | Kim Trombley |
| Deputy Commissioner | Nicci Molinski |
| H. Harassment Committee Member | Amy Gehrig |
| Harassment Committee Member | Kim Trombley |
| I. Shared Services Commissioner | Thomas Trombley |
| Deputy Commissioner | 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 | Peter Visconti |
| Vice-Chairperson of the ZBA | Julie Gallagher |
| O. Chairperson of the Planning Board | James Robbins |
| Vice-Chairperson of the Planning Board | Thomas Ryan |
| P. Budget Officer | Janet McFetridge |
| Q. Recreation Committee | Janet McFetridge |

Motion to accept these appointments: Trustee Kim Trombley

Seconded by: Trustee Molinski

All members 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 4, 2022 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 4, 2022, 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 4, 2022, at the salary set by annual budget appropriation.

Motion to approve these appointments: Trustee Molinski

Seconded by: Trustee Thomas Trombley

All members voted aye. 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 5, 2021 through April 4, 2022.

Motion to approve this designation: Trustee Gehrig

Seconded by: Trustee Molinski

All members 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 5, 2021 through April 4, 2022 and the time being at 6:30 p.m. at the Village Office, 11104 Rt. 9, Champlain NY:

May 10, 2021

November 8, 2021

June 14, 2021

December 13, 2021

July 12, 2021

January 10, 2022

August 9, 2021

February 14, 2022

September 13, 2021

March 14, 2022

October 18, 2021

April 4, 2022

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.

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 5, 2021 through April 4, 2022, 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 5, 2021 through April 4, 2022, 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 Gehrig

Seconded by: Trustee Molinski

All members present voted aye. Motion carried.

2022-2023 ORGANIZATIONAL MEETING

The Annual Organizational Meeting set for the 2022-2023 official year, and for the various appointments and committees, be and is hereby scheduled for April 4, 2022 at 6:30 p.m. at the Village Office, 11104 Route 9, Champlain, New York.

Motion to approve this designation: Trustee Kim Trombley

Seconded by: Trustee Thomas Trombley

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 Gehrig

Seconded by: Trustee Molinski

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. Sexual Harassment Prevention Policy*
- 6. Social Media Policy*
- 7. Code of Ethics*
- 8. Fund Balance Policy*
- 9. Smoking Policy*
- 10. Drug & Alcohol Policy*

Motion to approve all policies as written: Trustee Gehrig

Seconded by: Trustee Kim Trombley

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: Trustee Thomas Trombley

Seconded by: Trustee Gehrig

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: Trustee Gehrig

Seconded by: Trustee Kim 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 Oct. 5, 2021- April 4, 2022:

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 Gehrig

Seconded by: Trustee Thomas 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 WORKDAY	TERM	EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	DAYS/MONTH
<i>Trustee (2 year term)</i>	<i>Kim Trombley</i>	<i>X</i>	<i>X</i>	<i>6</i>	<i>04/05/2021 04/03/2023</i>	<i>n</i>	<i>2.25</i>
<i>Clerk/Treasurer (2 year term)</i>	<i>Juanita Munoz</i>	<i>X</i>	<i>X</i>	<i>8</i>	<i>04/06/2020 - 04/04/2022</i>	<i>Y</i>	
<i>Supt. of Public Works (1 year term)</i>	<i>Michael Jolicoeur</i>	<i>X</i>	<i>X</i>	<i>8</i>	<i>04/05/2021 04/04/2022</i>	<i>Y</i>	

*Motion to approve: Trustee Gehrig
Seconded by: Trustee Kim Trombley
All members present voted Aye. Motion carried.*

PUBLIC HEARING: 2021-2022 ANNUAL BUDGET

At 7:00 p.m. a motion was made by Trustee Gehrig and seconded by Trustee Thomas Trombley to open the public hearing. All members present voted aye. Motion carried.

Mayor McFetridge noted that the tax rate will be reduced from \$4.02/Thousand to \$3.94/Thousand.

In order to balance the budget, we used Fund Balance of \$69,050 for general, \$36,005 for water and \$69,452 for sewer.

At 7:05 p.m. a motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to close the public hearing. All members present voted aye. Motion carried.

APPROVAL OF ANNUAL BUDGET

A motion was made by Trustee Kim Trombley and seconded by Trustee Thomas Trombley to approve the proposed 2021-2022 budget. Roll call voted as follows:

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

Motion carried.

REGULAR BOARD MEETING

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to open the regular board meeting. All members present voted aye. Motion carried.

APPROVAL OF MINUTES

A motion was made by Trustee Kim Trombley and seconded by Trustee Thomas Trombley to approve the minutes of the March 8th Board meeting.

All members present voted aye. Motion carried.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve the minutes of the March 17th Board meeting.

All members present voted aye. Motion carried.

PRESENTATION OF PETITIONS, COMMUNICATIONS AND GENERAL QUESTIONS FROM MEMBERS OF THE COMMUNITY

Chuck Conner asked if the Village would be getting any of the stimulus money.

Mayor McFetridge said yes, it will be passed from the county to towns and villages and will be paid out over two years. We don't know exactly what it will be.

REPORT FROM CODES ENFORCEMENT

There was no report from the Codes Enforcement Officer this month. Mayor McFetridge reported that the new Codes Officer, Chris Matott, just started and will be coming to our next board meeting.

REPORT FROM THE MAYOR

Mayor McFetridge congratulated Nicci Molinski and Kim Trombley on their reelection to the Village Board of Trustees. She also thanked voters for reelecting her for another term.

COVID vaccinations are available in our area. Those having trouble signing up are asked to call Mayor McFetridge.

We hope to have some community gatherings this summer, following Health Dept. guidelines. Mayor McFetridge reminded residents that there is no burning in the Village from now through the month of May. The Board will discuss lifting the ban on fire pits at our May meeting.

In celebration of Earth Day & Arbor Day, on May 1st there will be activities available for individuals and families to perform which will be shared on our website.

Mayor McFetridge recognized Manon Leger, Leanne Bedard and her daughter Riley for helping to clean up the Village streets and parks.

She also thanks all of those who are cleaning up their neighborhoods.

REPORT FROM THE TRUSTEES

Trustee Molinski

Trustee Molinski reported that the Library raised \$139 with pictures with the Easter Bunny.

The library is looking for board members and a treasurer. Call the library if interested.

There will be a seed-starting playdate at the playground this Thursday at 1 p.m.

There are Earth Day/Arbor Day activities planned for May 1st.

Trustee Amy Gehrig

Trustee Gehrig reported that we received the Stewarts Grant to be used for the playground. She has applied for the \$2,500 Charles Wood Grant but has not heard about the gardening grant.

Trustee Gehrig announced that after 18 years on the Village Board she will be resigning. This will become effective when she closes on her house. It has been an honor for her to serve here.

Trustee Kim Trombley

Trustee Kim Trombley had nothing to report this evening.

Trustee Thomas Trombley

Trustee Thomas Trombley congratulated the newly elected officials. He also noted that we will truly miss Amy Gehrig on the Village Board of Trustees.

The next Blood Drive will be on April 18th.

Work will need to be done to put handles on the kayak launch soon.

REPORT FROM THE CLERK/TREASURER

The board was provided the Expense and Revenue Report for March 2021

Transfer:

TO:	A1450.1	ELECTIONS-PERSONAL SERVICE	\$85.00
FROM:	A1450.4	ELECTIONS-CONTRACTUAL	\$85.00
TO:	A5142.1	SNOW REMOVAL	\$235.00
FROM:	A5142.4	SNOW REMOVAL-CONTRACTUAL	\$235.00
TO:	A8010.1	ZONING OFFICER	\$182.00
FROM:	A8010.11	ZONING-CONSULTANTS	\$182.00

No account can have a negative balance. General Journal entries necessary to fund accounts in need.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve these transfers. Roll call vote:

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

Motion carried.

PRESENTATION OF WARRANT AND PAYMENT

There are additional invoices in the amount of \$6,052.60 for a total warrant of \$25,403.17.

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 \$25,403.17. Roll Call vote:

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

Motion carried.

REPORT FROM THE SUPERINTENDENT

Supt. Jolicoeur reported the following for March 2021:

STREETS:

- The DPW cleaned culvert and drains early.
- Spring cleanup and sweeping to start shortly

WATER

- did water reading and repaired or replaced several meters
- repaired a water line break at Ashline/Main St.

SEWER

- Sent out 2 pumps to be repaired. One was fixed at no charge, the other is not repairable.

EQUIPMENT

- Put power steering coolant in the truck
- Performed 500 hour service on trackless
- Performed 1,000 hour service on loader

PURCHASE REQUISITIONS

Polymer

Supt. Jolicoeur would like to order 2 drums of polymer as prices will be going up after May 1st. A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve up to \$1,900 for the purchase of 2 drums of polymer.

Roll Call vote as follows:

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

Motion carried.

Flygt Pump

Supt. Jolicoeur would like to purchase a Flygt pump to replace one that is no longer repairable.

<u>COMPANY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Xylem	Flygt Mode NP3127 pump	\$9,231.20+\$404 freight
Peak Motor	Barmesa Pump w/Flygt Adapter	\$5,529.00 plus freight

Both pumps have the same warranty: 18 months from manufacturer date or 12 months from installation, whichever comes first. We have 5 of the flygt pumps in use and most of them are at the end of their life. Some are original and between 10-20 years old so he may have to order two pumps to have two spares. The Barmesa has a shorter lead time than Flygt and parts have a faster turnaround time. He is working on another quote for the Barmesa from another supplier and would like approval for up to \$6,000 for a new pump, so when the second quote comes in, he can place the order.

A motion was made by Trustee Kim Trombley and seconded by Trustee Molinski to approve up to \$6,000 for the purchase of a Barmesa pump. Roll Call vote as follows:

Trustee Kim Trombley	Aye
Trustee Thomas Trombley	Aye

Trustee Molinski	Aye
Trustee Gehrig	Aye
Mayor McFetridge	Aye

Motion carried.

Broom Wafers for Sweeper

We are in need of 2 sets of broom wafers for street sweeping. He has one verbal quote of \$704 and another quote he will email to the board on Monday.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve the purchase of two sets of broom wafers at a cost of \$704.00.

Roll Call vote as follows:

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

Motion carried.

Enclosed Trailer

There was snow damage to the Royal Trailer this winter. Photos were sent to the insurance company and Supt. Jolicoeur received a quote from the dealer of \$1,975.00 for repairs. The insurance company mailed a check for the cost of repairs less the \$500 deductible. We will be responsible for the remaining \$500, which will probably be on our next warrant for approval.

CORRESPONDENCE

1. Stewarts Holiday Match Grant
2. Letter to NBRC from Mayor McFetridge regarding SEID Grant
3. NYS DOT CHIPS funding
4. JCEO Report
5. Corresp from Codes Officer Matott to Krystal Berger

NEW BUSINESS

Brush Collection

Mayor McFetridge reported that there have been calls about spring pickup. We will have to find a place to put the brush. Discussion followed on possible locations.

The board is in favor of a pickup. Mayor McFetridge will talk to Supt. Jolicoeur

OLD BUSINESS

ADJOURNMENT

There being no further business before the board, a motion was made by Trustee Kim Trombley and seconded by Trustee Molinski at 7:34 p.m. to adjourn.

All members present voted aye. Motion carried.