

**Village of Champlain
Organizational Meeting &
Village Board Meeting
April 7, 2025 6:30 p.m.**

A Meeting of the Board of Trustees of the Village of Champlain was held on Monday, April 7, 2025 at the Village Office, 11104 Route 9, Champlain, New York.

MEETING CALLED TO ORDER/SALUTE TO THE FLAG

NEW BOARD MEMBERS SWORN IN

Janet McFetridge was sworn in as Mayor for a term of 2 years and Kim Trombley & Nicci Molinski were sworn in as Village Trustees for a term of 2 years.

ROLL CALL OF MEMBERS

Present were Mayor McFetridge, Trustees Trombley, Molinski & Conner, Clerk/Treasurer Munoz and Supt. Jolicoeur. Trustee Herzog was absent this evening.

APPROVAL OF MINUTES

Motion by Trustee Conner, seconded by Trustee Molinski to approve minutes of the March 10th board meeting. All members present voted aye. Motion carried.

Motion by Trustee Trombley, seconded by Trustee Conner to approve minutes of the March 24th Special Board meeting. All members present voted aye. Motion carried.

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 6, 2026, 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 6, 2026, 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, 2026, 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 6, 2026, 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, 2026, at no salary.
- F. Mary Spring be and is hereby appointed Registrar of Vital Statistics for a term of one year expiring April 6, 2026, at the salary set by annual budget appropriation.

G. Aislinn McCarthy is hereby appointed to the Zoning Board for a term of five years expiring April 1, 2030.

H. Mark Grones is hereby appointed to the Planning Board for a term of five years expiring April 1, 2030.

Motion to accept these appointments by Trustee Conner, Seconded by Trustee Molinski
All members present voted aye. Motion carried.

MAYOR'S COMMITTEE APPOINTMENTS/DESIGNATIONS

The following appointments were offered by Mayor McFetridge:

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

Nicci Molinski

Motion to accept these appointments: Trustee Molinski, Seconded by Trustee Conner

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, 2026 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, 2026, at the salary set by annual budget appropriation.

Motion to approve these appointments: Trustee Molinski, Seconded by Trustee Trombley

All members present voted aye. Motion carried.

BOARD DESIGNATIONS

OFFICIAL NEWSPAPER

The Press-Republican, Plattsburgh, NY be and hereby designated the official newspaper of the Village of Champlain during the year April 7, 2025 through April 6, 2026.

Motion to approve this designation by Trustee Conner, Seconded by Trustee Trombley.

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 7, 2025 through April 6, 2026 and the time being at 6:30 p.m. at the Village Office, 11104 Rt. 9, Champlain NY:

May 12, 2025	November 10, 2025
June 9, 2025	December 8, 2025
July 14, 2025	January 12, 2026
August 11, 2025	February 9, 2026
September 8, 2025	March 9, 2026
October 6, 2025	April 6, 2026 (Organizational meeting)

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 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 7, 2025 through April 6, 2026, at the time of 6:00 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 Conner, Seconded by Trustee Molinski

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 7, 2025 through April 6, 2026, at the time of 6:00 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 Conner

All members present voted aye. Motion carried.

PUBLIC HEARING: 2025-2026 ANNUAL BUDGET

At 6:45 p.m., a motion was made by Trustee Conner, seconded by Trustee Molinski, to close the regular meeting. All members present voted aye. Motion carried.

A motion was made by Trustee Molinski, seconded by Trustee Trombley to go into Public Hearing. All members present voted aye. Motion carried.

No one was present from the Public this evening.

Mayor McFetridge reviewed the 2025-2026 Budget:

General Fund will use \$49,109.00 from Fund Balance to balance the budget

Water Fund will use \$43,313.00 from Fund Balance to balance the budget

Sewer Fund will use \$70,590.00 from Fund Balance to balance the budget

The tax rate will remain the same at \$4/K

Village Residential & Commercial water rates increased from \$7.00/K gal to \$7.55/K gal

Town Residential & Commercial water rates increased from \$6.25/K gal to \$6.45/K gal.

Village Residential sewer rates increased from \$6.00/K gal to \$6.75/K gal

Village Residential sewer service fees increased from \$37.50/Q to \$47.50/Q

Village Commercial sewer rates increased from \$8.00/K gal to \$9.00/K gal

Village Commercial Sewer minimum service fees increased from \$65.00/Q to \$70.00/Q

Outside Village sewer rates increased from \$13.28/K gal to \$15.00/K gal

Town Residential & Commercial Sewer rates increased from \$13.28/K gal to \$15.00/K gal.

These changes will go into effect on June 1, 2025.

At 6: 57 p.m. a motion was made by Trustee Conner, seconded by Trustee Molinski to go out of Public Hearing. All members present voted aye. Motion carried.

A motion was made by Trustee Trombley, seconded by Trustee Conner, to open the Regular Meeting.

All members present voted aye. Motion carried.

2026-2027 ORGANIZATIONAL MEETING

The Annual Organizational Meeting set for the 2026-2027 official year, and for the various appointments and committees, be and is hereby scheduled for April 6, 2026 at 6:30 p.m. at the Village Office, 11104 Route 9, Champlain, New York.

Motion to approve this designation: Trustee Trombley, Seconded by Trustee Conner
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 Molinski, Seconded by Trustee Conner
All members present voted 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: Trustee Trombley, Seconded by: Trustee Conner
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 Trombley, Seconded by Trustee Molinski

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 **\$.60 per mile**.

Section 2. This resolution shall take effect immediately.

Motion to approve: Trustee Conner, Seconded by Trustee 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 7, 2025 through April 6, 2026:

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 Conner, Seconded by Trustee Molinski

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/ QUARTER
Trustee	Kim Trombley	4800	2842200-0	6 HR	04/07/2025 -	N	2.25

(2 yr term)					04/05/2027		
Clerk/Treasurer (2 yr term)	Juanita Munoz	2200	4350443-5	8 HR	04/01/2024 - 04/06/2026	Y	
Supt. of Public Works (1 yr term)	Michael Jolicoeur	500	6036045-3	8 HR	04/07/2025 - 04/06/2026	Y	
Trustee (2 yr term)	Nicci Molinski			6 HR	04/07/2025 - 04/05/2027	N	2.25

Motion to approve: Trustee Molinski, Seconded by Trustee Conner
All members present voted aye. Motion carried.

REPORT FROM CODES ENFORCEMENT

- Abandoned vehicle at 16 Cedar St.
- Property Maintenance at 672 Prospect St.
- Property Maintenance at 130 South St.

REPORT FROM THE MAYOR

Mayor McFetridge thanked all of those who voted in the recent Elections reelecting Trustee Kim Trombley, Trustee Nicci Molinski, and Mayor McFetridge to their positions.

Meetings and Events representing the Village:

Mayor McFetridge is working on the Comp Plan with the engineers and the Town of Champlain. They are making progress and a second community meeting will be held soon.

She attended the Chamber of Commerce St. Patrick's Day breakfast, recognizing the citizen of the year, Bill Meyers of Casella Systems.

She travelled to Albany with several other North Country women to attend a Celebration of Women's History month.

She met with Leanne Yelton from Clinton Community College to discuss ways the Village might connect with the college and her efforts in theatre & the arts. We will offer Shakespeare in the Park in August. She attended Zoom meetings regarding electric rates and Clean Energy programs.

Slow Art Day was on April 5th. This yearly event and has been well supported for almost 10 years. .

The County was awarded a grant for Ash tree removal last year. The County Soil & Water office has not received an update on the dispersal of those funds.

Town Supervisor Trombley & Mayor McFetridge will be meeting with someone from the Lake Champlain Research Institute to discuss how we might be able to clean the Great Chazy Riverbanks of all the fallen trees which are blocking the waterway. More details to follow.

The Village received a grant from Stewarts Shops to purchase a bench for the Cedar St./Church St. Park.

Earth Day/Arbor Day: April 26th at the Champlain Meeting House in the morning.

Champlain Village Art's Fest May 30-31st with music, painting, poetry-reading. Details to follow.

REPORT FROM TRUSTEES

Trustee Conner

Trustee Conner congratulated newly elected Mayor McFetridge and Trustees Trombley & Molinski.

Trustee Molinski

The Easter event at the Library on Saturday went very well. They made over \$500 with raffles.

Regarding the Slow Art Day, it was nice to see local artists and learn their history

The Library is still looking for volunteers to serve on the board. The next meeting is next Wed. at 5:30.

Arbor Day there will be children's activities before tree planting.

In conjunction with the May Village Art's Fest, Trustee Molinski will schedule a time in early May to go over a creativity project that can be worked on throughout May. There will be an Art show at Champlain Meeting House displaying those participants' art on Saturday, May 31st. A poetry event is planned at the library on that Sunday.

Trustee Trombley

Trustee Trombley had nothing to report this evening.

REPORT FROM CLERK/TREASURER MUNOZ

The board was provided the Expense and Revenue report for March 2025.

Transfers:

TO:	A1410.4 CLERK: CONTRACT.	\$2,500.00	
FROM:	A8540.4 DRAINAGE		\$2,500.00
TO:	A1620.4 BUILDINGS: CONTRCT	\$200.00	
FROM:	A8540.4 DRAINAGE		\$200.00
TO:	A1640.4 CENTRAL GARAGE: CONTRACT	\$3,000.00	
FROM:	A5410.4 SIDEWALKS		\$3,000.00
TO:	A5110.2 STREETS: EQUIP.	\$1,000.00	
FROM:	A5142.2 SNOW: EQUIP.		\$1,000.00
TO:	A5182.4 LIGHTING DISTR.	\$1,500.00	
FROM:	A5410.4 SIDEWALKS		\$1,500.00
TO:	A8010.41 CODES OFFICER: CONTRACT	\$2,630.00	
FROM:	A7310.4 YOUTH PROGRAM: CONTRACT		\$1,460.00
FROM:	A8540.4 DRAINAGE		\$1,170.00
TO:	F7310.4 WATER ADMIN. CONTRACT	\$1,500.00	
FROM:	F8389.1 OTHER: PERSONAL SERV.		\$1,500.00

Motion to approve these transfers as written by Trustee Conner, seconded by Trustee Molinski.

Roll call vote:

Trustee Trombley	Aye
Trustee Molinski	Aye
Trustee Conner	Aye
Mayor McFetridge	Aye

Motion carried.

PRESENTATION OF WARRANT AND PAYMENT

The warrant was presented with additional invoices of \$4,541.90 for a total of \$28,943.26.

Motion by Trustee Molinski, seconded by Trustee Trombley to approve the warrant with additional invoices. Roll call vote:

Trustee Trombley	Aye
Trustee Molinski	Aye
Trustee Conner	Aye
Mayor McFetridge	Aye

Motion carried.

Water Main Line Replacement Project

03/31/2025	Barton & Loguidice	\$522.00
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Wastewater Treatment Plant Disinfection & Improvements

04/04/2025

Barton & Loguidice

\$1,472.50

Motion to approve these payments to B&L made by Trustee Molinski, seconded by Trustee Trombley.

Roll call vote:	Trustee Trombley	Aye
	Trustee Molinski	Aye
	Trustee Conner	Aye
	Mayor McFetridge	Aye

Motion carried.

REPORT FROM SUPERINTENDENT

WATER:

- Monthly water readings found a few high readings that we followed up on.

STREETS:

- Dug ditches and culverts to help with water flow.
- Cold patched some potholes
- Cleaned up trees that came down during high winds
- Started spring cleanup of sod, sticks, stones, trash and shopping carts.
- Cut trees that needed to be removed.

SEWER

- We had a pump issue at the wastewater plant. We changed the pump and will send it out to be rebuilt. We had to get a tech here to work on the panel to get it going.
- We are still having an issue with relay at the wastewater plant. It trips out the Huber screen. Still working on getting this fixed.
- One blower is down at the sewer plant. We are troubleshooting this with tech support. We hope to get this fixed soon, or will need to get a tech to travel to us.

MISC.

- The 2010 Peterbilt had the oil pan changed, serviced, front axel seal, hydraulic filter, air dryer filter, new air relief valve that was leaking. Ordered a new rear tire. We are working on an electrical issue and will need to get it inspected once everything is repaired.
- We have an air leak on the air dryer on our 2021 Peterbilt. We will wait until snow is over to take it out of service and repair.
- We have a lot of bad trees in the Village, mostly ash, that have died and are dangerous. These will need to be removed. We will continue taking the trees down as time allows. Some we cannot take down as they are around wires and too tall to reach.
- We changed the brush wafers on our sweeper and are getting ready for spring sweeping after the weather breaks and chance of sanding is over.

Contractors for the Water Line project should be back at the end of the month to finish up. They need to do a cut in on Rt. 9 for Cane St. Asphalt will be ready close to the beginning of May for patching that. The cleanup, sidewalks and top soiling should be done. It's been nice not to have water breaks regularly now.

Purchase Requisition

Pressure Reducing Valves

Ross Valve

2 @ \$2,327.00 + shipping

In doing pressure vault maintenance, 2 vaults will need valves changed. The pressure reducing vaults came from Ross and Ross is the sole supplier of the valves. Supt. Jolicoeur will try to rebuild the old valves and keep as backup. He is looking for up to \$5,000.00 for the purchase of 2 valves, strainer screen and shipping.

A motion was made by Trustee Conner, seconded by Trustee Trombley to approve up to \$5,000 for the purchase of Pressure Reducing valves from Ross Valve. Roll Call vote:

Trustee Trombley	Aye
Trustee Molinski	Aye
Trustee Conner	Aye
Mayor McFetridge	Aye

Motion carried.

EJP Value Added Services (VAS) contract

We have been part of this program for many years and there is no cost.

Anything product use, they keep in stock. If there are shortages to items, VAS customers get priority. There is no extra charge for delivery. There is a 10 year warranty on parts. They offer OSHA training, leak detection testing and other extras. We have to buy materials directly from EJ Prescott. This renews annually.

A motion was made by Trustee Trombley and seconded by Trustee Conner to renew our VAS Contract with EJ Prescott. All members present voted aye. Motion carried.

CORRESPONDENCE

1. Stewart's Holiday Match donation of \$600
2. CC Treasurer Sales Tax Revenue
3. Corresp from Steven Dumesnil requesting wastewater credit

NEW BUSINESS

1. Wastewater Credit: Steven Dumesnil

Steven Dumesnil of 19 Locust St. is requesting a wastewater credit for a broken hose bib that leaked outside of the basement. His average usage is 22K gal/quarter. This billing, the amount used was 109K gal.

A credit for 85k gal @ \$6.00/K gal would be \$510.00.

A motion was made by Trustee Trombley, seconded by Trustee Molinski to approve a wastewater credit of \$510 to Steven Dumesnil at 19 Locust St. All members present voted aye. Motion carried.

2. Committee Reports

Mayor McFetridge said that she would like to add committee reports to our monthly agenda. If the committee that you are on has something to report, she would like it brought up at our meetings. For our next meeting she would like an analysis of the sidewalks for this coming year. Also, something from the Park Committee regarding the little Park at Cedar St./Church St. We have property lines from a surveyor.

OLD BUSINESS

1. Purchase of Fire Station

We have not heard anything from our lawyer regarding this matter.

2. Food Scrap Collection program

Based on surveys, a lot of people are interested in the program, both in the Village and in the Town.

Discussion followed on how to proceed. Mayor McFetridge will get some quotes for the service and see what the Town plans on doing and possible partner with them.

3. Paquette Park Light Pole

Someone has offered to donate ½ the cost of a new light pole at Paquette Park. Mayor McFetridge will have more information at our next meeting.

ADJOURNMENT

There being no further business before the board, at 7:30, p.m. a motion was made by Trustee Trombley, seconded by Trustee Conner to adjourn. All members present voted aye. Motion carried.

Mary Spring, Secretary