

**Village of Champlain
Village Board Meeting
May 12, 2025 6:30 p.m.**

A Meeting of the Board of Trustees of the Village of Champlain was held on Monday, May 12, 2025 at the Village Office, 11104 Route 9, Champlain, New York.

MEETING CALLED TO ORDER/SALUTE TO THE FLAG

ROLL CALL OF MEMBERS

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

Present were Mayor McFetridge, Trustees Trombley, Molinski, Herzog & Conner, Codes Enforcement Office Matott and Deputy Clerk Spring. Clerk/Treasurer Munoz was excused this evening. Also present was Town Supervisor Thomas Trombley.

APPROVAL OF MINUTES

Motion by Trustee Conner, seconded by Trustee Trombley to approve minutes of the April 7th board meeting. All other members present voted aye. Motion carried.

**PRESENTATION OF PETITIONS, COMMUNICATIONS, AND GENERAL QUESTION
PERIOD FOR MEMBERS OF THE COMMUNITY**

Town Supervisor Thomas Trombley provided the board with a request regarding the NYSEG bill for the newest Prospect St. Water Tank. That bill was being paid in error by the Town of Champlain and it was being paid through the general fund instead of the water fund. The Town Board is requesting that this be corrected to reflect a fair split since 2017. The Village was provided three options for reimbursement of \$4,565.40. The Village will need to take over the NYSEG account for the second water tank as well.

Mayor McFetridge stated that she could not find any agreement regarding this split. Supervisor Trombley said that it wasn't addressed because each thought both were paying for a water tank. When the first IMA was done, there was a discussion between the two clerk/treasurers confirming that each was paying for a water tank. The Village has been paying for the old water tank where there is still electricity being used. There is nothing in writing though. Mayor McFetridge stated that this should be formalized and an addendum put into the maintenance agreement. Supervisor Trombley and the Village Board agreed. Discussion followed.

A motion was made by Trustee Conner, seconded by Trustee Trombley to pay back the Town \$4,565.40 in electricity charges for the 2nd water tank on Prospect St. under option A. The Village will contact NYSEG to take over that account. The Town will take the lead on writing an addendum to the O&M agreement with approval from the Village Board and the Water Board.

Roll call vote:

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

Motion carried.

Supervisor Trombley said that he and Mayor McFetridge need to get together with Supt. Jolicoeur to make sure we have the supplies for the new hydrant replacement (Dubois Rd.) and schedule that soon. Mayor McFetridge asked if he was given prices yet.

Supervisor Trombley said he has a rough ballpark amount, but nothing from Supt. Jolicoeur. He really needs to know if the hydrant has to be ordered or if we have one in stock.

Mayor McFetridge did not think we had one in stock so it will have to be ordered. She believed that the Supt. was getting prices for the hydrant that was needed to standardize throughout the district. It will be a different hydrant than the one that's there. Mayor McFetridge will follow up on that.

REPORT FROM CODES ENFORCEMENT

Violations

Property Maintenance at 73 Church St. resolved

Property Maintenance at 105 Church St. resolved

Property Maintenance at 11218 Rt. 9 resolved.

Permits

Building Permit accessory structure at 26 Meadow Lane

Building permit accessory structure at 53 Locust St.

Inspections

Demolition at 9 Filion Lane final.

Site Inspection for manufactured home at 9 Filion Lane passed.

Foundation Inspection for Manufactured Home at 9 Filion Lane passed.

Site Inspection for Accessory Structure at 53 Locust St. passed

Site Inspection for Accessory Structure at 26 Meadow Lane passed.

Site inspection for renovations at 45 Oak St. passed

C.E.O Matott reported that the property downtown has been in court for almost a year. The owner pled guilty and was fined \$4,000. There is still no resolution to the cleanup. The property is part of the Tax Auction. If sold, we will have to start the process all over again. If it doesn't sell, it will be put back on the taxes, which are not being paid anyways. Even if we wanted to take it down, it would take more than the \$4,000 in fines we will collect.

CEO Matott reminded residents that our code says grass may not be over 6". He will be issuing violations, but once it is cut and seen by him, it will be resolved. Otherwise a ticket will be issued.

He stated that the Recreational Fires start this month. The application will be online. He will do a quick inspection for distances from buildings and water sources and will sign off. There is no charge for the permit. But it is for camp fires only.

He reminded residents that permits are also needed for reroofing and for installation of any pool over 24" high. Residents can apply for permits online on the Village Website.

Knox Box local Law.

Chris Matott spoke as a firefighter in support of the knox box. It is a small metal box with a key to access the building. The only key that can open it is in the fire truck. They can access only after contacting dispatch and getting approval by the Knox center. Firefighters can access the building before a keyholder gets there. The firefighters don't have to wait for the keyholder or break down a door or window to gain access to the building.. The cost is about \$200 for the knox box, which is a one-time fee. If there is an emergency, it will pay for itself if there is a broken water line or if the fire dept has to break down a door. They are registered with your local fire dept. If a business is open 24/7 it is not needed, and the law doesn't have to require all businesses to have one. If they have sprinkler system or fire alarm, there should be a knox box. The Codes Officer can require it for new construction and a local law would mandate that. Trustee Conner thought it was a good idea for businesses, the fire dept. and the community. Trustees Trombley and Molinski agreed. The Village will work with the Town in creating a local law.

At 6:55 p.m. Codes Officer Matott and Town Supervisor Trombley left the meeting.

REPORT FROM THE MAYOR

Mayor McFetridge reported:

Brush pickup will be through the month of May. Brush cannot be more than 3" diameter or 8' in length. Only one pickup per household. No leaves or bagged items.

Arbor Day on April 26th was very successful. Thanks to those in attendance.

The DPW has removed several ash trees due to rot. The county has a grant to remove ash trees, which should be done this summer by professionals.

Congratulations to Robert Pulsifer for obtaining his Certified Grad 3 Tech module.

Mayor McFetridge attended the Champlain/Mooers EMS Business After Hours, which was successful.

She attended the Rouses Point Fire Dept. Annual Banquet which recognized Shawn Labombard and Charles Lapan for their years of service there.
 She attended the Champlain Fire Dept. Annual Banquet.
 She attended a Chamber event with several Canadian businesses.
 There will be a cleanup day for the Great Chazy River sometime in the fall.
 Next year will be America's 250th commemoration. Many towns and villages are organizing events.
 The Comprehensive Plan with the Town is going well. There will be a community vision workshop on May 22th at 6:00 at the Parish Center.
 The St. Mary's Bazaar will be held on May 25th with the parade starting at noon. The theme this year is Neighbors Helping Neighbors.
 The Champlain Village Art Fest will be the weekend of May 30-31.
 Musical Performance on May 30th at 6:30 p.m. at the Red Canoe.
 Art Fair on May 31st at the Champlain Meeting House at
 Poetry Reading on May 31st at the Meeting House.

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REPORT FROM TRUSTEES

Trustee Trombley

Trustee Trombley reported that the water board will work on an addendum to the IMA and will be working on the annual report.

Trustee Molinski

Trustee Molinski thanked all of those who helped on Arbor Day.
 The Library is looking for board members. They meet quarterly and at events.
 Volunteer Cleanup at the Library on May 17-18 from 10 am – 1 p.m

Trustee Conner

Trustee Conner thanked the DPW for cleanup work on the roads and ash tree removal in our right of way.

Trustee Herzog

Trustee Herzog had nothing to report

REPORT FROM CLERK/TREASURER

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

PRESENTATION OF WARRANT AND PAYMENT

The warrant was presented with additional invoices of \$5,393.31 for a total of \$27,538.92.
 Motion by Trustee Trombley, seconded by Trustee Molinski to approve the warrant with additional invoices. Roll call vote:

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

Motion carried.

Water Line Replacement Project

04/23/2025	Fiscal Advisors	\$5,509.00
04/23/2025	Premier Printing Inc.	\$2,070.00
04/23/2025	Orrick, Harrington & Sutcliffe	<u>\$5,455.00</u>
		\$13,034.00

Motion to approve this payment made by Trustee Molinski, seconded by Trustee Conner.

Roll call vote:

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

Motion carried.

Wastewater Treatment Plant Disinfection & Improvements

04/29/2025	Barton & Loguidice	\$ 192.50
04/23/2025	Triangle Electrical Systems	4,225.60
04/23/2025	Triangle Electrical Systems	<u>13,303.50</u>
		\$17,721.60

Motion to approve this payment made by Trustee Trombley, seconded by Trustee Conner.

Roll call vote:

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

Motion carried.

REPORT FROM SUPERINTENDENT

WATER:

- A few high water reads were checked after our monthly meter readings
- Repaired 2 house pressure reducers that have failed.
- Delivered 2nd 2" water meter to the new border station for installation. There was a water line that bypassed the water meter, which is not allowed.

STREETS:

- Mowing and trimming has started for the season
- Working on street sweeping and hope to be finished tomorrow.
- Cleaned up trees that came down during high winds.
- Started brush pickup to be continued through the end of May.
- Will continue to cut down trees as needed.
- There will be Ash Tree removal from a tree company through County Soil and Water

SEWER

- Homeowner on Church Street dug the road and replaced a sewer lateral. The road cut was stoned and tamped. This will be asphalted when other asphalt patches are being done.
- The UV system at the WWTP was put back online for the summer.
- We are still having an issue with a relay tripping the Huber screen at the wastewater plant.
- The new Cornell grit pump is making noise and was shut down. The engineers are working on this: possibly bearings damaged and need replacing.
- One aeration blower is still down at the sewer plant. We are troubleshooting with tech support.

MISC

- The 2010 Peterbilt has an electrical issue and will need to be fixed and inspected.
- The 2021 Peterbilt went to the shop for repair, but returned with an engine light.
- The 2022 Ford pickup engine went to the dealership. The motor needs a complete tear down because a cylinder is misfiring. It is covered under warranty.

- The 2016 Ford will need to go to the shop for vibration, possibly a bad tire.
- We are having work done on the sewer jet.
- The backhoe will need to go to the shop for thumb repair.

Correspondence to Town Supervisor:

I am requesting that any water taken out of the water system be tracked. We are having days that our usage is high, and we are looking for leaks. The Town Highway draws from the system and does not notify me of the amount used. Without this information daily, we cannot keep an accurate accountability of our water and the increased use appears as though there are leaks. We track our water daily from midnight to midnight. This information is needed to give accurate information to the water board for their annual report. I have requested updates with this information many times in the past from the Town Supervisor Trombley and Water Board chairperson Trombley. I have not had any updates from anyone at the Town of Champlain for water drawn since Aug. 2024. I am requesting an accurate update of any water used from Aug. 2024 through current date. Moving forward, I want to be notified at the end of each day when water is drawn from the water system. This information can be sent to my email or texted directly to my cell.

Trustee Trombley stated that this was sent to the Town Supervisor, but Supt. Jolicoeur needs to reach out directly to Alan Racine. The Town Supervisor has not power over the Town Highway Superintendent.

CORRESPONDENCE

1. Corresp from Montgomery Hose, Hook & Ladder of Rouses Point regarding Annual Banquet & Honoree Shawn Labombard
2. Corresp from Montgomery Hose, Hook & Ladder of Rouses Point regarding Annual Banquet & Honoree Charles Lapan.
3. Corresp from Clinton County Highway regarding road striping.
4. Corresp from Clinton County Dept. of Personnel regarding civil service application process.
5. Corresp from Champlain Fire Dept. regarding Knox boxes at commercial properties.
6. Corresp from Chris Trombley regarding repair of fire hydrant at 79 Dubois Rd.

NEW BUSINESS

1. Food Scrap Program

The Town is on board with this idea and we received a list of approved items for the bin.

The kickoff will be on May 28th at 11 a.m. at the Town of Champlain office and 11:30 a.m. at the Village site across from the library.

The village shed will at that location. It will be locked but users will be given the code once **they** are registered.

2. Ash Tree removal program

According to the County Soil & Water, the funds will be available but are not yet released. They will help tag trees to be removed and a professional crew will be coming in to do the work.

3. Speaker: Caregiver Respite & Wellness Center

This speaker was not present this evening.

4. Committee Reports

- **Streets and Sidewalks:** Trustee Trombley sent suggestions for sidewalk replacement this year to Supt. Jolicoeur. They included finishing up downtown, Church St. and Oak St. She has not yet heard back from him.
- **Tools and Equipment:** Trustee Conner stated that we keep fixing old equipment (mower) but at some point it should be replaced. Trustee Trombley said that there used to be a maintenance schedule, but we are not sure if it is being followed. Trustee Conner will look into that.

- **Building/Property:** mayor McFetridge stated that registration renewals are being sent out to abandoned property owners. She is not sure of the % of compliance from last year. Housing is needed and we are trying to use these properties. Chris Matott follows up on registrations.
- **Parks/Recreation:** The dirt has been leveled at the corner of Cedar St. and Church St. We have a document showing the boundaries there and have plans for a tree and bench. Trustee Conner thinks that the boundaries should be defined with rocks or stones. It is very close to the neighboring driveway.
- **Planning Board:** Trustee Conner reported that there will be a meeting next week for the new business coming into the Village with a revised plan.
- **Zoning Board:** Mayor McFetridge reported that we need to change our zoning code to make it less restrictive. Chris Matott and our attorney will work on that.
- **Champlain Fire District:** Mayor McFetridge congratulated Caleb Trombley, Jackson Baker and Joe Delair for their recognition at the Champlain Fire District Annual Banquet.

5. Knox box local law

This was discussed as part of Code Enforcement Officer Matott's report.

6. Comprehensive Plan updates

There will be a Community Visioning Workshop on May 22nd at 6:00 p.m. at St. Mary's Parish Center.

7. Fire Pits

This is the time that we lift the burn ban in the Village.

A motion was made by Trustee Trombley, seconded by Trustee Conner to allow Recreational fires in the Village from May 17th – Oct. 13th. All members voted aye. Motion carried.

Mayor McFetridge reminded residents that they need to fill out the form, even if it's a renewal. The applications are available on the Village Website, Facebook and at the Village Office.

8. Gov website

There is a new law in NYS that municipalities over 1,500 residents are required to create and maintain a .GOV website. Those under population of 1,500 are required to do so to the extent practical. It requires posting of agenda, minutes, resolutions, board member information etc. Our population is under 1,500 but we might want to work towards getting that done.

Deputy Clerk Spring will be attending a webinar from NYCOM next week to get more information.

Trustee Molinski said that the library is required to do that now.

9. Planning & Zoning Appointments

Mayor McFetridge appointed Lois McClurg to the Zoning Board of Appeals and Christopher Vilardo to the Planning Board.

OLD BUSINESS

1. Purchase of Fire Station

This matter was tabled until we have new information

The board scheduled a final meeting for the 2024-2025 Fiscal year on May 28th

ADJOURNMENT

There being no further business before the board, at 7:29, p.m. a motion was made by Trustee Trombley, seconded by Trustee Molinski to adjourn. All members present voted aye. Motion carried.

Mary Spring, Secretary