

Village of Champlain

Village Board Meeting

November 9, 2020

A Meeting of the Board of Trustees of the Village of Champlain was held on Monday, November 9, 2020 at the Village Office, 11104 Route 9, Champlain, New York.

MEETING CALLED TO ORDER & ROLL CALL

Mayor McFetridge called the meeting to order at 6:31 p.m.

Present were Mayor McFetridge, Trustees Molinski, Thomas Trombley, Kim Trombley, Gehrig, Clerk/Treasurer Munoz, Superintendent Jolicoeur, Codes Officer Tetreault and Secretary Sousa. Also present were Mike Bechard and Mike Lafontaine from the Water Board.

APPROVAL OF MINUTES

A motion was made by Trustee Gehrig and seconded by Trustee Thomas Trombley to approve the minutes of the October 5th Board Meeting. All members voted aye. Motion carried

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

Codes Officer Tetreault on 11167 Route 9 Property

Codes Officer Tetreault was present tonight to talk about the burned out building at 11167 Rt. 9. The property was transferred to another person and C.O. Tetreault spoke with the new owner. The owner said he was going to let the Village take it. CO Tetreault let him know that he is the owner and it is his responsibility, but felt that this person doesn't have the money to deal with this and probably doesn't know what he got into when he bought the property for \$1.00. If we follow the law, we will need to file articles in the Supreme Court with the county, take the property and dismantle it. We should talk to our attorney about the process.

Trustee Thomas Trombley asked if we have to repeat the steps since there is a new owner? CO Tetreault said no, the new owner should have done due diligence to research the history on this property before accepting it.

He said that he has sent a notice of violation for property maintenance, but after the snow falls, that gets hard to enforce.

Trustee Kim Trombley thought that we should go through the court system so we don't have another property downtown like the one on Cedar Street, that was never fixed up as promised. CO Tetreault said the property was transferred before we served the previous owner, so nothing has to be repeated. Mayor McFetridge said that she has spoken with the village attorney. Mr. Murnane said that it will be a difficult process, but she feels we should proceed.

Water Board Presentation

Members of the Water Board Mike Bechard, Mike Lafontaine and Thomas Trombley were here to talk about the water agreement with the Town of Champlain.

The Debt Service ratio was based on the total EDU count between the Town and Village not exceeding a change (increase or decrease) of more than 40 EDU's. Based on that calculation, the total payment of \$304,552.00 is divided between the Town (\$205,692.49) and the Village (\$98,859.51).

Water Rates in the village can remain at current rates of \$5.25/Kgal for both residential and commercial. The Town rates are recommended to be reduced from \$7.22/Kgal to \$6.25/Kgal. This is due to the O&M costs for the Town significantly increasing.

Operation & Maintenance (O&M)

The water board has determined that a reduction in the Town District charges is required. This is due to the substantial increase in the revenue from the Town in the annual O&M payment.

We are increasing our income of almost \$11,000. If we didn't lower the Town District rate, the Town users will have to pay an increase of the same amount to an already substantial rate. This recommendation will prevent an increase in their water charges, which would further burden the end user in the District.

Trustee Gehrig asked if this reduction will be passed on to town users. Trustee Thomas Trombley said no, the town will not reduce the rate for their customers.

Tanks

The water tanks are used by both the Village and the town. The Board would like the village to take possession and cover costs for that tank, preferably the one on Prospect Street. Mayor McFetridge felt that this should be an addendum to the IMA without changing the whole IMA. She would agree to amend only that part. We will need to get quotes for tank costs as the Prospect Street tank is bigger and will cost more. Mayor McFetridge said that the costs should be shared equally. Supt. Jolicoeur is waiting for a quote from another company. There was a question about the towns budget of \$18,000 for aquastore annually for the tanks.

Thomas Trombley said that if it is the feeling that the village board accepts this agreement, they will present this to the town that there are no objections. The town and village will need to communicate and decide on the tank O&M in the IMA.

Trustee Gehrig was concerned about making changes to the IMA. Thomas Trombley said that changes would be made and writing on the IMA.

The village board had no concerns on water rates. They will need more information on the costs for the water tanks. The water board will present to the town tomorrow night.

REPORT FROM CODES ENFORCEMENT OFFICER

Codes Enforcement Officer Tetreault provided the following report for October 2020:

- Issued permit to Richard Ballard for entrance roof at 11 Cedar Street.
- Issued stop work order to Mitchell Guay at 14 Spruce Street.
- Sent letter to Tim Lacount concerning single-wide mobile home at 158 South St.
- Completed permit report for US Census.
- Researched code issues for 1167 Rt. 9, Francis Taitt
- Issued permit to Mitchell Guay for 14 Spruce Street. Revoked Stop Work Order.
- Met with 68 Oak Street property owner Denis Richards concerning sale of property
- Researched new owner of 11167 Rt. 9, Steven Trombley, and sent new letter.
- Followed up with new owner of 11167 Rt. 9 & explained his responsibilities as owner.
- Researched information for ramp construction for Village resident.
- Answered real estate question for 33 Pine Street.
- Took pictures of various properties requiring compliance issues.

REPORT FROM THE MAYOR

Good evening and welcome to the November Village of Champlain Board meeting. What a nice stretch of beautiful fall weather we have been having; however we know that winter will be here soon. Residents are reminded that there is no parking on the village streets between November 1 and April 1 during the hours of 2 am until 6 am. Our snow plow crew does its best to keep the sidewalks and streets passable, and anything blocking these make this work difficult.

Please remember that the ban on burning in the Village is in effect. Our campfire permit process went well for the most part. I thank you for your cooperation. Currently there is no burning in the Village.

Thanks to the Champlain Fire Department for organizing the drive through trick or treat, and to Hudson Headwaters, Champlain Library, Champlain Knights of Columbus, and the Village of Champlain for handing out treats. We had a great turn out of families participating in this safe activity.

I am happy to announce that The Village of Champlain and the Champlain Fire Department are organizing a Drive Through Parade of Lights on December 5 beginning at 6 pm. The route will be from Kimpex, down Elm, onto Main, up Church Street, left on South to Route 11, and then right on Route 9. All spectators will remain in the parked cars. Candy will not be thrown out. Details are provided on our Facebook page.

Finally I would like to commend our poll workers and residents for the fantastic response during the recent election. It is so important that people vote and have a voice in government. The long lines at the Town Hall were a testament to your determination to participate in this process. In addition, those who spent long hours working deserve sincere thanks. The entire operation was well run and efficient.

May each of you have a pleasant Thanksgiving in whatever way you are able to celebrate. Continue to wear a mask, stay socially distant, and watch out for one another.

REPORT FROM TRUSTEES

Trustee Molinski

Reported that the Fire Dept. did a great job organizing the Halloween Trick or Treat event. There were a lot of people line up. The Champlain Library held a Pumpkin Carving Contest. There were quite a few pumpkins that were awarded prizes and it was a fun night. No cards were returned for the Bingo Challenge. Trustee Molinski is planning on virtual crafting events and a cooking class in the future.

Trustee Thomas Trombley

Trustee thanked the DPW for their work on Prospect Street and Cedar Street.

Water Board met on October 27th, 2020 and will meet next on January 26th, 2021 to review second quarter data.

The Blood Drive went well despite the weather with 13 donors.

K of C Annual Senior Christmas Dinner will take place on December 5th from 4-6 p.m. Due to Covid, it will be takeout provided drive thru only. Free for those over 65. \$10 for those under 65. Free for K of C members 65 or over. Reservations required by calling Gloria Tetreault at 518-298-8789.

There will be no annual Tree Lighting this year, but the K of C would like to work with the Village on trying to do something outside for children. Discussion followed.

Trustee Thomas Trombley asked about brush pickup in the Village. Mayor McFetridge said that we are referring residents to the Morrisonville landfill location for brush. Leaves are still being picked up, but not brush.

Trustee Kim Trombley

Trustee Trombley provided AARP with updated revenues and expenses for the kayak launch grant.

Trustee Gehrig

Trustee Gehrig started the grant for the garden plot, which would include a vegetable, butterfly and flower garden.

The Stewarts and Wood Grants will be coming up soon and she asked for any ideas or wants the board might have for next year.

Mayor McFetridge said that we are currently using some leftover water revitalization money. A group of consultants has been hired (through Melissa McManus) and they are going to design a prettier entry to the playground area and work on aspects of Bill Earl Park. She asked if Trustee Gehrig could look for funding for that.

Trustee Thomas Trombley asked about any grants to pave part of the Rec Trail. That would help eliminate erosion. Trustee Gehrig will look into that.

She noted that there is an increase of COVID in many facilities. Be creative in family get-togethers to keep loved ones safe.

REPORT FROM CLERK/TREASURER MUÑOZ

The board has been provided the Expense and Revenue Report for October 2020.

PRESENTATION OF WARRANT AND PAYMENT

We need to make a transfer for purchase of the water plant generator.

To: F8320.2	Source of Supply	\$39,560.00
From: F882	Reserves	\$39,560.00

A motion was made by Trustee Thomas Trombley and seconded by Trustee Molinski approve this transfer. Roll call vote:

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

Motion carried.

There are additional invoices of \$6,540.86 to be added to the warrant of \$61,906.71 for total of \$68,447.57.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Molinski to approve the warrant with additional invoices for a total of \$68,447.57. Roll Call vote:

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

Motion carried.

REPORT FROM THE SUPERINTENDANT

Supt Jolicoeur reported the following for the DPW:

STREETS

- Patched and repaired potholes
- Asphalted around mailboxes on Prospect
- Asphalted where sidewalks were torn out.
- Installed a couple of culverts
- Sent request to fix streetlights that are out. If residents see a light out, and the pole does not have a ribbon on it, let us know and we will put in a work request.
- Installed new LED light on Ashline Drive curve and Paquette Park.
- Removed and stored Home Town Hero banners and flower barrels.

WATER

- Cut across road and installed new water service line on Cedar Street.
- Installed new river crossing valve.
- Replaced a water shutoff on Spruce Street that was broken.
- Did monthly water meter readings.
- Currently flushing hydrants for the next few weeks.

EQUIPMENT

- Peterbilt had new front brakes, drums, dust shields, brake chambers, seal kit on steering box, new steering shaft. Wiring was repaired to fix lights. Both windshields replaced to pass inspection. Installed new hydraulic couplers on truck, plow and the sander. Will be installing new heated wipes.
- Repaired the Truck Sander which will be installed this week.
- Installed trackless sander box. The new nose cone and shoes were delivered and installed. We are waiting for new cutting edges. Filters need to be ordered.
- WWTP generator is waiting for parts so it can be put back in service.
- The backhoe has a code and may need to go to the shop.

MISC

- DPW had MSHA training and two of them went to a lab class for water credits needed for water license renewal.

WORKS TO BE COMPLETED

- Stone shoulders of roads that have been paved.
- Remove dock and gangway.
- Repair airline and leak in wall of WWTP tank.
- Build retaining wall for new WTP generator, unhook electrical from old generator, move conduit, form and pour a concrete pad, set the new generator so that we can have wire installed.
- Trim and remove trees.

We will need new flags and some for poles for next spring.

Please do not park on the streets or sidewalks so we can keep them clean. Do not leave trash or trashcans in village right-of-way or on sidewalks.

PURCHASE REQUISITION

Supt Jolicoeur said we have a wastewater pump that went. We have 3 of these pumps at the main street lift station and two at the wastewater plant. He sent the pump that failed out to see what is

needed. He had a quote of \$7,843.00 to have it rebuilt. He had two quotes for a replacement pump, the lower being \$9,308.40.

That old pump has been around for a while, but he is not sure how old it is.

Trustee Gehrig asked about the warranty. Supt. Jolicoeur said the rebuild usually has the same warranty as a new pump. He will find out for sure.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve the purchase of a new pump at a cost of \$9,308.40.

Mayor McFetridge felt that for the small difference in price, our money is better spent on a new pump.

Xylem Water Solutions **New Flygt Pump NP-3127** **\$9,308.40**

Peak Motor **Flygt Pump Repair 3127** **\$7,843.00**

Trustee Gehrig asked where the new pump would be built. She was concerned that materials from foreign countries may be sub-par.

Supt. Jolicoeur said that the parts or the new pump will come from the same manufacturer overseas.

The lead time may be a while for either parts or new pump. We are still waiting on parts for the other big 25Hp pump.

Trustee Gehrig said that we already have a backup. Supt. Jolicoeur said that we have 5 of those types of pumps in place, with three of them at the main street lift station, with only one backup. If one goes, we have a replacement, but if another goes, we have nothing. This is especially important in springtime with so much flow going through Main Street.

Trustee Thomas Trombley suggested that we order the new pump to have that coming, and send the other one to be repaired for a second shelf unit.

Clerk/Treasurer Munoz said that we have \$12,800 left in sanitary sewer equipment and \$58,000 in sewer treatment/disposal equipment. Discussion followed.

Roll Call vote:

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

Motion carried.

CORRESPONDENCE

1. Sales Tax Distribution for July 1-Sept. 30 from Clinton County Treasurer
2. Corresp from Engineer Doug Ferris with report on 11167 Rt. 9.
3. Corresp from Mayor McFetridge to Steven Trombley, new owner of 11167 Rt. 9
4. Corresp from Champlain Fire District regarding inoperable fire hydrants.
5. Notice of Violation to Spectrum Rentals for 29 Cedar St.
6. Notice of Violation to Total Estate Corp for 11158 Rt. 9
7. Notice of Violation to Lorraine Monahan for 188 south St.
8. Notice of Violation to Steven Trombley for 11167 Rt. 9
9. Notice of Violation to Beckie Harvey for 127 Elm Street.

Re: #1, Mayor McFetridge reported that the quarterly sales tax revenue was only down 8%.
Re: #4, Supt Jolicoeur said that we cannot draw from the 2 bagged hydrants downtown. The one at the bottom of the hill cannot be opened or closed. If we open the hydrant near the barber shop further down, he is concerned that we will have another water main break. Until the water line is replaced, they will stay out of service.

NEW BUSINESS

1. Village of Champlain Complete Streets Resolution #9 of 2020 Establishing and Adopting Sustainable Complete Streets Policy.

Clinton County Health Dept. offers a NYS Health Foundation Grant which supports complete streets to make them safe. Municipalities that pass this resolution will be included in funding opportunities. This is to promote safe access and mobility for roadways, sidewalks, bike lanes and crosswalks. It also promotes the idea of increased biking and walking. Trustee Gehrig asked if this requires a financial obligation. Mayor McFetridge said that it does not. Mayor McFetridge thought that this might help in getting a grant to pave the bike path.

Motion to approve made by Trustee Thomas Trombley and seconded by Trustee Nicci Molinski.

Roll call vote:

Trustee Kim Trombley	aye
Trustee Nicci Molinski	Aye
Trustee Thomas Trombley	Aye
Trustee Amy Gehrig	Aye
Mayor McFetridge	Aye

Motion carried.

2. Reserve funds

Mayor McFetridge would like to discuss putting funds into reserves. We need to plan ahead for vehicles and put money aside each year for repairs. This includes sewer and water equipment and repairs as well.

Trustee Thomas Trombley noted that the water & sewer funds are heavy in unreserved fund balance so there is plenty to put aside for water. We have reserve for repairs but do we need a separate funds for the new water line, or can we add to it?

Mayor McFetridge said that in January the board can talk about things that we need to plan for and reserve funds for specific things. Discussion followed.

Mayor McFetridge suggested that she and Trustee Thomas Trombley meet and come up with some suggestions and asked the other board members share their ideas at our next board meeting. Mayor McFetridge will get together with Supt. Jolicoeur to come up with different needs.

3. Comprehensive Plan

This is not required by the state, but is recommended. This includes identifying major issues, analyzing the present, looking to the future, setting goals and deciding how we're going to get there. It would help us plan financially. It can be simple plan, but is important for our future decisions. We will talk about this again.

4. Water Board Presentation

The Water Board presented earlier in the meeting.

5. Purchase of Laptop

The laptop used by Supt. Jolicoeur to do meter readings is not working well and keeps crashing. We need to purchase a new laptop for him that's a more rugged version that stands up to the weather. Deputy Clerk Sousa will provide the board members with several quotes for laptops that will work with this program.

The board can meet virtually to approve this purchase before the next board meeting.

6. Election Notice Designating Offices to be Filled

Motion to approve made by Trustee Thomas Trombley and seconded by Trustee Nicci Molinski. Roll call vote:

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

Motion carried.

7. Certification of Unpaid Taxes

Board members have Certification of Unpaid Taxes to complete, sign and return to Deputy Clerk Sousa for our Tax Relevy to the county. The original tax roll is available for board members to compare to the list of relevies.

8. Water/Wastewater Credits

Request for water/wastewater credit

Bryon Lancto @ 194 South St.

There was a high water reading and homeowner had found a pipe was leaking under the trailer and it was repaired. There has been ongoing issues with leaks. On 11/5/2020 I did a water data log and found there was still a small water leak at the residents. I made a call to the homeowner and he met me so I could check for any water leaks inside. While we were searching I did a pressure check on the house and found a faulty pressure reducer that we installed causing the home to be pressurized to the mid 70 psi range. I changed the pressure reducer in the meter pit and adjusted the pressure down and the leaking stopped.

Conclusion:

I believe the excess pressure going to the home was a contributing factor to the water leaks and the burst pipes that the homeowner has been dealing with. The board will have to make the final decision if a credit will be issued for the water that leaked out and was billed to customer.

Mike Jolicoeur

Average quarterly usage	12,000 gallons
Usage for this quarter	<u>37,000 gallons</u>
Difference	25,000 gallons
Sewer credit: 25K x \$4.80/K gal	\$120.00
Water Credit: 25K x \$4.80/K gal	\$131.25

This customer used 23,000 gallons for the first month of this quarter before the pipe break was repaired. The average usage would be 4,000/month.

We would like the board to pre approve a credit to this customer for our next billing on January 1st which would be based on

Average monthly use:	4,000 gallons
Monthly reading (9/19/20-10/19/20)	<u>23,000 gallons</u>
Difference	19,000 gallons
Sewer credit: 19K x \$4.80/Kgal	\$91.20
Water Credit: 19K x \$5.25/Kgal	\$99.75

Trustee Thomas Trombley asked if we have ever done a water credit.

Mayor McFetridge said that we have not, and are setting a precedent here. If the PRV's are failing, do we need a policy for water credits?

Trustee Thomas Trombley said that our equipment failed and caused a loss of water and the expense of repairs for this customer, which could have been even more costly. Right now, we can go on a case by case basis, but maybe we need to address our policy with certain criteria to be met.

Mayor McFetridge asked if we should approve sewer credit and then develop a policy for the water part of this.

Trustee Thomas Trombley said that we could approve the water credit with the intent of creating a policy with this specific criteria.

Trustee Thomas Trombley said that we would approve this based on specific criteria of our equipment failure, not just any water leak. We can put it in writing then.

Trustee Kim Trombley agreed that it sets a precedence, but that if it's our equipment failure, it's not the owners fault. It should be looked at on a case by case basis, but if we can put off the water credit until the policy is developed, that would be a better option. Sewer credit is fine, but we need to have a policy in place.

Trustee Amy Gehrig suggested that, because of the high dollar amount, can we give them a deferment? Deputy Clerk Sousa said that we can reverse late fees already posted.

Thomas Trombley addressed the board, saying that if we give this water credit based solely on the fact that our equipment failed and it's in the minutes that this is a one-time approval, with the intent on addressing or amending our policy, he thinks we could do the credit now.

Trustee Gehrig was concerned that the village had problems in the past before a clear sewer credit was put into place. Discussion followed.

There was an issue with the current tenant moving out and any credit would go on the bill going to the next tenant in January.

Deputy Clerk Sousa said that if we can get this taken care of by the next month, we can put the credits on before the next billing and both the current and next tenant will have the proper credit.

Trustee Thomas Trombley doesn't feel it's a risk to do the credit now if it's properly worded in the minutes why we are doing this and that we will be addressing a policy.

Mayor McFetridge agreed that if we specify a one-time decision based on equipment malfunction, and a policy is going to be created, we are okay.

Trustee Thomas Trombley said that we are setting the standard now. In the past, we were having people come in every month with a request for credit because of a leak.

Mayor McFetridge said that a policy should have specific criteria that it was our equipment failure and what specific equipment. We will put that into writing going forward.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve a sewer credit of \$120.00 and estimated sewer credit of \$91.20 to Bryon Lancto and a water credit of \$131.25 and an estimated water credit of \$99.95 with the water credit based on our Pressure Reducer, Village-owned equipment, which failed and caused the pipes to burst, with recommendations for a policy be written for future issues.

Trustee Gehrig asked that we separate the motion for the sewer credits and water credits.

Trustee Thomas Trombley amended his motion to approve a sewer credit of \$120.00 and \$91.20 for a total of \$211.20. Seconded by Trustee Molinski.

Roll Call Vote:

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

Motion carried.

A motion was made by Trustee Thomas Trombley and seconded by Trustee Molinski to approve water credits of \$131.25 and \$99.75 based on failure of the pressure reducer, owned by the Village, with a policy to be written to address future issues.

Roll Call Vote:

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

Motion carried.

ADJOURNMENT

There being no further business before the board, at 8:36 pm, a motion was made by Trustee Kim Trombley and seconded by Trustee Molinski to adjourn. All members present voted aye.
Motion carried.