

**Village of Champlain  
Village Board Meeting  
October 17, 2022**

A Meeting of the Board of Trustees of the Village of Champlain was held on Monday, October 17, 2022 at the Village Office, 11104 Route 9, Champlain, New York.

**MEETING CALLED TO ORDER & ROLL CALL**

Mayor McFetridge called the meeting to order at 6:30 p.m. Present were Mayor McFetridge, Trustees Kim Trombley, Nicci Molinski, Charles Conner & Joel Herzog, Clerk/Treasurer Munoz and Codes Officer Matott. Also present were James Ondras, Monique Lepage, David Lepage and Holly Visconti.

**APPROVAL OF MINUTES**

Motion by Trustee Conner, seconded by Trustee Molinski to approve the minutes of the September 12<sup>th</sup> Regular Board Meeting. All members present voted aye. Motion carried.

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

Monique Lepage was asking the status of having a pickle ball court in the Village. She is aware that it would require a certain type of surface that can drain. Mayor McFetridge said that we would need money to fund that type of surface as it is very expensive. Possibly a grant from the Health Dept. There is space available in the playground area.

Ms. Lepage asked if student signatures would help in getting funding. Mayor McFetridge agreed that a petition and statement of support of a Pickle Ball court in the Village of Champlain would help. We just don't know where the funding would come from. Students could get signatures over the winter and they could come from anyone in the school district area, students and adults.

She asked about the stumps in the children's garden area. Was anything done to decorate them?

Nicci Molinski said that the plan was to paint something on the stumps.

Ms. Lepage said that maybe members of the National Honor Society could create designs over the winter.

Mayor McFetridge added that students could also get involved with painting the water tank base.

Ms. Lepage asked about the ice rink. Per Jim Ondras, we are unsure because it is very weather dependent.

She asked about other activities that the NHS could help out with.

Mayor McFetridge mentioned Trunk or Treat on Oct. 29<sup>th</sup> at 2 p.m. if anyone wants to decorate a vehicle and hand out candy. Trustee Molinski will reach out to them about Christmas activities they can help with.

**REPORT FROM CODES ENFORCEMENT OFFICER**

Code Enforcement Officer Matott provided the board with a report for September.

The Codes Enforcement Officer reported that the Dept of State Section 1203 mandates that all towns adopt a local law that says we can enforce the NYS Uniform Code. We can add to make it more stringent but cannot take away from the minimum standards. It must be adopted by Dec. 31<sup>st</sup>. The Codes Officer drew up the new local law and shared it with the mayor and our lawyer, Tom Murnane. He asked that, if the board would like to see any changes making our code more stringent, such as penalties for violations and the fee schedule, to contact him. This would be the time to make those changes. Mayor McFetridge will send a copy of the Local Law to the board members for their review.

Codes Officer Matott has tried to contact the owner of the burned out house that is being demolished downtown. He would like to see the exterior cleaned up and the building closed up before winter.

911 Address changes are mainly on West Service Rd, where the numbers don't line up with the properties.

The Fire Dept. will make new address signs for those properties.

**REPORT FROM THE MAYOR**

Mayor McFetridge reported the following:

We will be picking up brush that last week of October. If you have bagged leaves, please call the office with your address. We have a local citizen who will pick them up.

Recreational campfires and fire pits are no longer allowed. There is no burning in the Village per Village code.

Mayor McFetridge congratulated Woody Kissel on his retirement after 29 years. He held many positions in the Village during his time here. We welcome Kevin Sterling who was hired as the Water and Wastewater Plant operator & will be in training for those positions.

Truck or Treat will be held on Oct. 29<sup>th</sup> at 2:00 p.m. at the playground.

The Holiday Fest is scheduled for December 10<sup>th</sup>

**REPORT FROM TRUSTEES**

Trustee Herzog

Trustee Herzog reported that we should plan on holding the Corn Hole Tournament in August next year.

Trustee Conner

Trustee Conner thanked all employees for their hard work

Trustee Molinski

The Garden club met on Oct. 9<sup>th</sup> to go over ideas for next year. More meetings are planned.

Fall Cooking Class is planned for Nov. 13<sup>th</sup> at 1 p.m. using apples and squash.

Crafts with Kids on Dec. 10<sup>th</sup> at 1 p.m. with the Candy Cane Hunt at 2:30

The Library will be having pumpkin carving contest on Oct. 30<sup>th</sup> at 6 p.m.

Story Hours continue at the Library on Saturday mornings at 10:00 a.m.

Senior Tech classes are being held at the Library on Saturdays at 1 p.m.

Trustee Trombley

The Water Board is continuing with their report.

The water/sewer billing calendar is based on a calendar year and does not match the Village’s fiscal year.

Our billing program can be changed to match the fiscal year schedule. Discussion followed. The board agreed to change the billing schedule to match the fiscal year to help the water board with their reporting.

**REPORT FROM CLERK/TREASURER MUNOZ**

The board has been provided the Expense and Revenue Report for September 2022.

Water/Sewer billing for Oct. 1, 2022

Water: \$65,141.05

Sewer: \$70,801.11

**PRESENTATION OF WARRANT AND PAYMENT**

The warrant was presented to the board.

<u>Transfers:</u>	To: A1325.2	Clerk: Contractual	\$640.00
	From: A1325.11	Clerk: Schooling	\$640.00

This transfer is needed to cover the cost of the new copier service contract of \$30/month for one year.

Motion by Trustee Conner, seconded by Trustee Trombley to approve this transfer as written.

Roll call vote:

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

Motion carried.

A motion was made by Trustee Herzog and seconded by Trustee Molinski to approve the warrant with additional invoices of \$12,233.07 for a total of \$20,505.63. Roll Call vote:

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

Motion carried.

### **Wastewater Treatment Plant Disinfection and Capital Improvements**

We have two bills to pay Barton & Loguidice for the Wastewater Project and will have to borrow money from our Sewer Reserves Fund until we receive funding for the Wastewater Treatment Plant Disinfection in January.

Motion by Trustee Conner, seconded by Trustee Trombley to approve the transfer of \$150,000.00 from Sewer Fund Reserves to the Wastewater Capital Project. Roll call vote:

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

Motion carried.

Motion by Trustee Trombley, seconded by Trustee Molinski to approve payment of \$62,342.31 from the WWTP Disinfection and Capital Improvements account to Barton & Loguidice. Roll call vote:

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

Motion carried.

### **REPORT FROM THE SUPERINTENDANT**

Supt Jolicoeur provided the board with a report for September 2022

### **CORRESPONDENCE**

1. Corresp. from Code Enforcement to Doug Powers regarding garbage
2. Request for wastewater credit from Richard Deso 5 Chestnut St.
3. Request to renew Snow Removal Contract with Champlain Fire District
4. Request for wastewater credit from Erin Sorrell at 42 East St.
5. Request for wastewater credit from Sarah & Jesse Ballard at 42 Oak St.
6. Offer to purchase Village property from Arthur Perrea.

### **NEW BUSINESS**

1. Wastewater credit: Richard Deso at 5 Chestnut St.

Motion by Trustee Trombley, seconded by Trustee Conner to approve as wastewater credit in the amount of \$67.20 for Richard Deso at 5 Chestnut Street. All members present voted aye. Motion carried.

2. Wastewater credit: Erin Sorrell at 42 East St.

Motion by Trustee Trombley, seconded by Trustee Herzog to approve a wastewater credit in the amount of \$38.40 for Erin Worrell at 42 East Street. All members present voted aye. Motion carried.

3. Wastewater credit: Jesse & Sarah Ballard at 42 Oak St.

Motion by Trustee Herzog, seconded by Trustee Trombley to approve a wastewater credit in the amount of \$211.20 for Jesse Ballard at 42 Oak Street. All members present voted aye. Motion carried.

4. Snow removal contract with Champlain Fire District

Motion by Trustee Conner, seconded by Trustee Molinski to approve renewal of the Snow Plow contract with the Champlain Fire Department. All members present voted aye. Motion carried.

5. Personnel Policy: Vacation requests

Discussion on when vacation time should be submitted and seniority rule on those requests. Also on limiting the number of days taken at one time. The matter was tabled until next month to allow for board input.

6. Certification of unpaid taxes

The Village board of trustees reviewed the report of unpaid taxes compared to the original tax roll and submitted their signed Certificates of Unpaid Taxes.

7. Easement for Mike Thibodeau

Mr. Thibodeau wanted to purchase land behind his property on Main Street so that his tenants could exit onto Maiden Lane instead of Main Street. Per FEMA's buyout of this property, we are not able to sell the property, but could grant him an easement. Discussion followed. Mayor McFetridge will contact our attorney to draw up a contract to grant an easement that includes details on our liability.

8. Sale of Village Property

We have received an offer to purchase property on Perry Mills Road for \$10,000.00. A motion was made by Trustee Trombley, seconded by Trustee Conner to accept this offer. Discussion followed. All members present voted aye. Motion carried. Mayor McFetridge will contact our attorney about drawing up a sales contract.

**OLD BUSINESS**

1. Dog Control

The matter was tabled until we hear more from the Town.

2. DEC Cleanup bill update

Our attorney lawyer has spoken with the Attorney General's Office. The Attorney General has reached out to the gas company but has had no response. Our lawyer has said that he will be negotiating this matter.

3. Water/Wastewater Treatment Plant Operator

We have hired Tina Gardner to come in two times a week and is working with Robert Pulsifer & Kevin Sterling. She has the IIA license. Robert will be doing weekend rounds.

4. Water theft from hydrants

We are waiting to hear from the Town on proposed fines and penalties.

5. Land Donation from Manny Coupal

Due to lack of knowledge, the legal paperwork was not filed and the property was never transferred to the Village. Mr. Coupal would like to have the Village reimburse them for the tax bill, do the legal paperwork for the transfer of property, and our attorney has recommended that we do a Title Search. This would cost approximately \$900.00. We have already accepted the property from the Coupals, but did not have information on these costs at the time. Discussion followed.

Motion by Trustee Herzog, seconded by Trustee Trombley to approve paying the fees of approximately \$900 associated with accepting this property. Roll Call vote:

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

Motion carried.

### **EXECUTIVE SESSION**

At 7:47 p.m., motion by Trustee Trombley, seconded by Trustee Herzog to close the regular meeting.

All members present voted aye. Motion carried.

Motion by Trustee Trombley, seconded by Trustee Molinski to go into Executive Session.

All members present voted aye. Motion carried.

At 8:33 p.m., motion by Trustee Conner, seconded by Trustee Trombley to come out of Executive Session.

All members present voted aye. Motion carried.

Motion by Trustee Trombley; seconded by Trustee Molinski to return to the regular meeting.

All members present voted aye. Motion carried.

Motion by Trustee Herzog, seconded by Trustee Trombley to add an addendum to the Memorandum of Understanding between the Teamsters Local 687 & Village of Champlain Section 3.2 a) Distinguishing Features of the Class: Water & Wastewater Treatment Plant Operator. The starting salary of this position would be \$20.10/hour. A college degree in a related field would add a stipend of \$.40/hour. Employee will receive stipend upon receiving certifications. Roll Call Vote:

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

Motion carried.

We have a bill from the Town of Champlain for the 1<sup>st</sup> summer marketing video. The Town is requesting that the Villages of Champlain and Rouses Point each pay 25% and the Town will pay 50%.

Motion by Trustee Conner, seconded by Trustee Molinski to pay \$1,150.00 for our portion of the video.

Roll Call voted:

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

Motion carried.

Motion by Trustee Conner, seconded by Trustee Molinski to amend the warrant to include the \$1,150.00 for a total of \$21,655.63. Roll Call vote:

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

Motion carried.

Mayor McFetridge reported that the winter parking ban will be in place from Nov. 1<sup>st</sup> through April 1<sup>st</sup> from 2 a.m. – 6 a.m.

**ADJOURNMENT**

There being no further business before the board, at 8:40 pm, a motion was made by Trustee Trombley and seconded by Trustee Herzog to adjourn. All members present voted aye. Motion carried.

*Mary E. Spring*  
*Secretary*  
*10-24-2022*

## ***CODE ENFORCEMENT REPORT: SEPTEMBER 2022***

- Complaint of junk furniture near road at 18 Cedar Street. Advised landlord and was removed.
- Met with Mayor McFetridge and Moore St. resident regarding possible violations. Handled by DEC and not violations found.
- Issued appearance ticket to occupant of 11137 Rt. 9 for property maintenance violations (trash)
- Framing inspection on Willow Street.
- Demo check on 11167 Rt. 9. Owner is hoping to save first floor. Currently removing second floor.
- Possible roofing without permit on Oak St. Attempting to contact owner to get permit.
- Retention pond check of Ballin & Universal Interiors. Still empty. Universal will hook up to Village. No answer from Ballin on plans.
- Court case for 11137 Rt. 9
- Court case resolution for 6 Cane St. Owner fined \$2,200.
- Check of 16/18 Cedar St. Electrical work complete on #18. Awaiting final electrical certificate prior to building inspection for occupancy.
- 911 address mapping re-evaluation with Office of Emergency Services. Due to numbering issues, Champlain FD will be making address signs for each building.
- Letter to Doug Powers regarding trailer of garbage outside of 4 Cane St. for a week. Moved as of 9/20.
- Spoke to Matt Loughan regarding 18 Cedar St. Advised no occupants could move in until I received electrical certificate and a safety inspection was done. No response from him and it appears they are occupied.
- Grass complaint at 16 Chestnut St. New owners unaware of code and will get it cut by weekend.
- Mattress on Church St. Owner is awaiting a truck and will try to move by the weekend.
- Re-Inspection of 18 Cedar St. once electrical certificates were sent. CO re-issued for #18 only.
- Issued permit for propane storage cage at Ace Hardware

## ***SUPERINTENDENT REPORT: SEPTEMBER 2022***

### **Water:**

- We had a water leak at 11110 Route 9
- We had to change out 7 PRV cartridges that failed.
- We did our monthly water readings.
- We are cleaning and repairing issues with hydrants during flushing.

### **Sewer**

- Changed both pumps at Ashline Dr. lift station

### **Equipment:**

- Peterbilt was repaired
- Mower hub assembly was repaired

### **Streets:**

- We repaired 5 DI drain boxes on Elm Street
- We replaced a section of failed culvert pipe on Elm Street
- We did some tree trimming along the streets.
- I have had many dig tickets to mark out.

### **Parks**

- Mowing and trimming
- Started ditching and repairing along bike path.

**Misc.**

- We are working on a lift station pump at the water plant that has a seal failure
- We had salt delivered and will start mixing
- We still don't have a date for paving. Spoke with Karl from the County and waiting to hear back from him. Don't know if paving will happen this year.
- We are struggling to get work completed with lack of manpower.
- Brush pickup will be Friday, Oct 21 and Friday, Oct. 28<sup>th</sup>. We will be picking up brush only: no bagged debris or leaves.