

**Village of Champlain
Organizational Meeting
& Board Meeting
October 5, 2020**

OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS

At 6:34 p.m., returning Trustees Amy Gehrig and Thomas Trombley were administered the Oath of Office by Clerk/Treasurer Munoz and took their seats on the Board of Trustees.

MEETING CALLED TO ORDER

Mayor McFetridge called the Organizational Meeting to order at 6:37 p.m. Present were Mayor McFetridge, Trustees Thomas Trombley, Kim Trombley, Amy Gehrig & Nicci Molinski, Clerk/Treasurer Munoz, Secretary Sousa and Supt. Jolicoeur.

ORGANIZATIONAL MEETING

MAYORS 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 5, 2021, 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 5, 2021, 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 5, 2021, at the salary set by annual budget appropriation.
- D. Michael Tetreault be and is hereby appointed Fire/Building Codes & Zoning Enforcement Officer for a term of one year expiring April 5, 2021, 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 5, 2021, at no salary.
- F. Mary Sousa be and is hereby appointed Registrar of Vital Statistics for a term of one year expiring April 5, 2021, at the salary set by annual budget appropriation.
- G. Natasha Nevius is hereby appointed to the Planning Board for a term of five years expiring April 7, 2025.
- H. Julie Gallagher is hereby appointed to the Zoning Board of Appeals for a term of five years expiring April 7, 2025.

Motion to accept these appointments: Trustee Amy Gehrig

Seconded by: Trustee Nicci Molinski

All members voted aye. Motion carried.

MAYOR'S COMMITTEE APPOINTMENTS
October 5, 2020 TO April 5, 2021

The following appointments were offered by Mayor McFetridge:

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

Motion to accept these appointments: Trustee Kim Trombley
Seconded by: Trustee Thomas Trombley
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 5, 2021 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 5, 2021, 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 5, 2021, at the salary set by annual budget appropriation.

Motion to approve these appointments: Trustee Gehrig. Seconded by: Trustee Molinski
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 Oct. 5, 2020 through April 5, 2021.

Motion to approve: Trustee Thomas Trombley. Seconded by: Trustee Kim Trombley
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 Oct. 5, 2020 through April 5, 2021 and the time being at 6:30 p.m. at the Village Office, 11104 Rt. 9, Champlain NY:

Nov. 16, 2020	Feb. 8, 2021
Dec. 14, 2020	March 8, 2021
Jan. 11, 2021	April 5, 2021

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 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 Oct. 5, 2020 through April 5, 2021, 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: Trustee Thomas Trombley. Seconded by: Trustee Kim Trombley
All members 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 Oct. 5, 2020 through April 5, 2021, 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 Molinski
All members voted aye. Motion carried.

2021-2022 ORGANIZATIONAL MEETING

The Annual Organizational Meeting set for the 2021-2022 official year, and for the various appointments and committees, be and is hereby scheduled for April 5, 2021 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 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 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. Fixed Asset Policy

Motion to approve all: Trustee Thomas Trombley. Seconded by: Trustee Kim Trombley
All members 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 said resolution as written: Trustee Gehrig

Seconded by: Trustee Thomas Trombley.

All members 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 said resolution as written. Trustee Thomas Trombley

Seconded by: Trustee Kim Trombley

All members 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 2, 2019- April 1, 2020:

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 said resolution as written: Trustee Gehrig

Seconded by: Trustee Molinski

All members 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/ MONTH
Trustee (2 year term)	Kim Trombley	X	X	6	04/01/2019 04/01/2021	n	2.25
Clerk/Treasurer (2 year term)	Juanita Munoz	X	X	8	04/06/20 - 04/04/2022	Y	
Supt. of Public Works (1 year term)	Michael Jolicoeur	X	X	8	04/01/2019 - 04/06/2020	Y	

Motion to approve resolution as written: Trustee Kim Trombley.

Seconded by: Trustee Thomas Trombley

All members voted aye. Motion carried.

At 6:51 p.m. a motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to adjourn the Organizational Meeting. All members voted aye. Motion carried.

REGULAR BOARD MEETING

At 6:51 p.m. a motion was made by Trustee Gehrig and seconded by Trustee Thomas Trombley to open the regular meeting. All members voted aye. Motion carried.

APPROVAL OF MINUTES OF PREVIOUS MEETING

A motion was made by Trustee Gehrig and seconded by Trustee Thomas Trombley to approve the minutes of the September 14th Board Meeting. All members voted aye. Motion carried.

PUBLIC COMMENT

There was no public comment this evening.

REPORT FROM CODES OFFICER TETREAULT

Codes Officer Tetreault provided the board with the following report:

- Issued permit to Chad Duprey (11136 Rt. 9).
- Did final inspection for Connie/Mark Manning porch rebuild (10 Canal St.)
- Sent notice of violation to Richard Lipari of 139 Elm Street. Grass has been cut.
- Sent notice of violation to Myron Degenhardt of 22 Spruce St. for dead trees, collapsing building.
- Checked Prospect St. property for sign and property issues.
- Handled issue of Locust St. resident concerning illegal burning.
- Spoke to owner of 130 South St. concerning storing junk.
- Issued burn permit to Reggie Lafontaine.
- Closed several completed permits around the Village.
- Spoke with Doug Ferris concerning report on 11167 Rt. 9 burned building.

The report from Doug Ferris just arrived today. Mayor McFetridge will speak with C.O. Tetreault later next week about our next steps. We can have Codes Officer Tetreault at our next meeting to talk more about it.

REPORT FROM THE MAYOR

Congratulations to Tom Trombley and Amy Gehrig for seeking reelection to the board. They have donated many years of service to this community and I appreciate your willingness to continue to serve. Public service is often underappreciated and difficult. I know how serious you both take the position on the board of trustees and I value your commitment.

We were able to get 3 streets paved last week. This meant long hours of heavy work and I thank the Superintendent, DPW crew and the help from Clinton County. Each year an assessment is done on the streets to determine which ones need attention the most. With a small crew and a small budget, we can only tackle the most deficient streets. I realize that this can be frustrating to residents who see the problems on their own roads. The street committee appointed tonight will meet with Mike to learn the details of the conditions of the streets. Then a decision will be made regarding which specific streets will be repaired and paved next season.

We will have a bagged leaf collection pickup on Fridays from October 16-30th. This is for leaves only. Do not include branches, other yard waste or garbage. We are working on a twig and branch pickup. Details will be announced on our Facebook page and website later this month.

Enjoy the rest of this beautiful fall, stay safe and healthy and watch out for one another.

REPORT FROM THE TRUSTEES

Trustee Nicci Molinski

Trustee Molinski reported that they are working on putting together a Pumpkin Carving event at the library on October 29th. They may be looking for judges. Details will follow on the Library Facebook page.

The Champlain Kids Connected will be having an October book challenge which includes a BINGO card to fill out and turn in to be entered for a prize.

Trustee Amy Gehrig

Trustee Gehrig thanked all of those who voted. She announced that this will be the last year serving on the Village Board. She will be working on a grant due at the end of November.

Trustee Kim Trombley

Trustee Kim Trombley reported that she received an email from AARP regarding the kayak launch grant. They are looking for the amount of money the village used towards the kayak launch. This would include the time, design and material for Modern Mechanical.

Trustee Thomas Trombley

Trustee Thomas Trombley reported that he has asked John Trombley from Modern Mechanical about a rail for the kayak launch. He will need to get down to the launch to do measurements and make a drawing.

Trustee Trombley thanked all who came out to vote. He also thanked the DPW crew for their hard work on the streets.

Trustee Trombley said that the Water Board Report is complete. They are meeting Wednesday to finalize and sign the report, and copy it to the Town and to the Village. The Village Board members will be provided a copy of the report. The Water Board will be starting next year's assessments now.

The Food Drive was very successful. They collected over \$3,700 in cash and 2,100 lbs. of food.

REPORT FROM THE CLERK/TREASURER

The Board was provided the Expense and Revenue Report for September.

Water/Sewer Billing totals are: \$61,079.74 for water and \$66,388.72 for sewer.

PRESENTATION OF WARRANT AND PAYMENT

A correction needs to be made on September's warrant for an item that had already been paid.

A motion was made by Trustee Gehrig and seconded by Trustee Kim Trombley to remove \$136.18 for Midstate from the September warrant, for a total of \$22,348.70. All members voted aye. Motion carried.

There are additional invoices of \$104,171.06 to be added to the warrant for a total of \$118,772.75.

A motion was made by Trustee Gehrig and seconded by Trustee Thomas Trombley to approve the warrant with additional invoices for a total of \$118,772.75.

Trustee Trombley asked if some of the water and wastewater fund balance could be moved to reserve accounts.

Mayor McFetridge said that if we know specifically what we want to use it for, then yes. It may be more appropriate to talk about this after we have the water report. It will be clearer where we need to put money aside in anticipation of what we are going to have to pay.

Trustee Thomas said that it was noted that we have a healthy fund balance, but he pointed out that in regards to water, we have a project coming up that will take up a good part of that and that funds should be reserved for that.

Mayor McFetridge agreed that it is appropriate to set funds aside in reserve and labelling them. But with this project, we don't know how much to set aside.

Clerk/Treasurer Munoz said that once you put the money in reserves, you can't take it out or put it back into fund balance. You can only switch to a different reserve account.

Trustee Thomas Trombley was concerned that it looks like we have a lot of money.

Mayor McFetridge said that we are anticipating using a lot of money on this project. Once Trustee Thomas Trombley does his report, we'll know more about the water towers and we'll know how much we need to put aside in reserve funds, but are not ready to do that tonight.

Trustee Thomas Trombley said that there will be one suggestion on the O&M for the water tanks.

Money put aside for water mains needs to be labelled properly for repairs of old pipes or debt or for that project. Clerk/Treasurer Munoz will look into how we can label those reserve funds. Mayor McFetridge added that we also need to look at the sewer accounts as we have needs there too. We are waiting on these large projects hoping for funding and in an uncertain situation.

Roll Call vote as follows:

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

Motion carried.

REPORT FROM THE SUPERINTENDENT

Supt Jolicoeur reported the following for September:

- Paving is complete and they are working on patch work now
- There are a lot of street light outages right now that have been called in.

Mayor McFetridge said that they are changing over to LED lights soon and may not be fixing street lights right now for that reason.

- We had a water break on Rt. 9 and Willow Street.
- The well pump is rewired and up and running.
- They changed the hydraulic tank on the 1-ton, serviced the backhoe.
- During recent power outages, the WWTP generator didn't start up. We are having someone come in to look at it.
- The DPW crew has MSHAW training for mine safety in the quarries and two have lab class for water license renewals.

To be done:

- They need to put stone on the shoulders of Prospect St.
- Curb stop to be fixed.
- We need to do a water line on Cedar Street where we need to cut across the road. Then rebuild the road and asphalt.
- Awaiting delivery of WTP Generator.
- Sidewalks to pour, trees to trim and remove.
- Prepare equipment for winter.
- Work out brush pickup dates.
- Hydrant Flushing needs to be done.
- Water main near Beeline on West Service Road ready to be put in service.

- The new plow truck is in and at dealership and waiting for a date for equipment installation.

Trustee Thomas Trombley repeated that leaf pickup is for bagged leaves only: No flower plants, twigs or branches. This is being done by a citizen who needs the leaves on Friday, October 16th, 23rd and 30th.

CORRESPONDENCE

1. Corresp from Champlain Fire District regarding snowplowing.
2. Corresp from Jeremy and Jamie Elsaid requesting a wastewater credit.
3. Corresp from Fallyn Barratt requesting a wastewater credit.
4. Corresp from Codes Officer Tetreault to Timothy Lacount

NEW BUSINESS

Wastewater Credit request: Jeremy and Jami Elsaid

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve a wastewater credit in the amount of \$144.00 for Jeremy Elsaid. All members voted aye. Motion carried.

Wastewater Credit request: Fallyn Barratt

A motion was made by Trustee Thomas Trombley and seconded by Trustee Kim Trombley to approve a wastewater credit in the amount of \$33.60 for Fallyn Barratt. All members voted aye. Motion carried.

Patterson fence

The Patterson building is totally boarded up now, but it was not at the time that we put up the fence.

The fence is costing us a lot of money and is it necessary? We will get nothing in return.

The board agreed to take down the fence and contact Taylor Rental as to when our contract ends. Supt. Jolicoeur may use the fence for other purposes in the meantime.

Fire Department snowplowing request

The Champlain Fire District is requesting the services of the Village for snow removal at the Champlain Fire Station and District Office again this year. .

A motion was made by Trustee Gehrig and seconded by Trustee Molinski to continue the snow removal contract with the Champlain Fire District. All members voted aye. Motion carried.

OLD BUSINESS

ADJOURNMENT

There being no further business before the board, at 7:31 pm, a motion was made by Trustee Gehrig and seconded by Trustee Molinski to adjourn. All members voted aye. Motion carried.