

**VILLAGE OF PORT LEYDEN
BOARD OF TRUSTEES**

Meeting Minutes
September 16, 2024

Call to Order

Mayor Collins called the regular meeting for the Board of Trustees of the Village of Port Leyden to order at 6:00 PM on September 16, 2024, with the pledge of allegiance/moment of silence.

Roll Call:

Meeting included the following board members:

Mayor Heather Collins, Trustee Jennifer Samson, Trustee Deborah Belmont, Trustee Nicholas Byrne, Trustee Charles Kraeger Jr, and Clerk/Treasurer Janice Dosztan

Guests: DPW Superintendent Marshall Mooney, Larry Hoffert, Charity Hoffert, Lois Compo, Angie Kimball, and James McCauley

Public Hearing on Water/Sewer Assessment Charge:

Mayor Collins read the Public Hearing Notice that was published in the Lowville Journal & Republican.

There was no public comment on the assessment charge.

Sewer & Water Project Updates:

Mayor Collins gave the Village Board the update on the Sewer Project from B&L. There will be a monthly update meeting on September 25, 2024, at 10:00 at the Community Hall.

A special meeting needs to be scheduled for the Wastewater Project Powis Change Order and the Emergency Water Project for N. Pearl Street.

**RESOLUTION #51-2024
SCHEDULE
SPECIAL MEETING**

Motion by Trustee Byrne and seconded by Trustee Samson to schedule a Special Meeting on Tuesday September 24, 2024, at 4:30 PM at the Village Clerks Office. Motion carried with 5 ayes and 0 nays.

Approval of Minutes:

Motion by Trustee Samson and seconded by Trustee Kraeger to accept August 19, 2024, monthly meeting minutes as amended. Motion carried with 5 ayes and 0 nays.

Approval of Vouchers:

September-

General - \$11,627.37

Water - \$13,569.73

Sewer - \$10,910.85

Motion by Trustee Byrne and seconded by Trustee Belmont to pay September vouchers. Motion carried with 5 ayes and 0 nays.

Adjustment was made on August 2024 Voucher. Voucher #34 for JS Koster Hose Company for \$10,000.00 was voided. Re-issued Voucher #49 to JS Koster Hose Company for \$4,000.00. The total amount of the invoice was \$10,000.00 but only \$4,000.00 was the Village's portion.

Motion by Trustee Belmont to close the Public Hearing at 6:30, seconded by Trustee Kraeger. Motion carried with 5 ayes and 0 nays.

Unfinished Business:

Mayor Collins informed the Village Board that NYS Health Department performed pressure checks on North Pearl Street. She received documentation from Claude Curley of the findings, and he is in support of an Emergency Water line to be installed.

Discussion was held regarding additional funding that may be available to residents to install new water services from the main line to their homes through Snow Belt Housing.

**RESOLUTION #52-2024
WATER/SEWER
ASSESSMENT CHARGE**

Motion by Trustee Samson and seconded by Trustee Kraeger to hereby authorize the Village Clerk to implement a \$35.00 Water and or Sewer charge per quarter to any customer who has their service shut off. The charge is not to exceed \$70.00/quarter. Motion carried with 5 ayes and 0 nays.

Discussion was held on the additional insurance coverage for NYMIR Insurance. The cost is \$935.00/year, and it would add an additional 1 million in coverage to our current policy.

**RESOLUTION #53-2024
NYMIR INSURANCE
ADDITIONAL COVERAGE**

Motion by Trustee Byrne and seconded by Trustee Samson to authorize the additional coverage with NYMIR Insurance for \$935.00/year. Motion carried with 5 ayes and 0 nays.

Further discussion was held on the Community Connection Grant. \$30,000.00 was awarded to the Village, the Village's portion is \$29,998.50. Seek additional funding for the Villages portion (Pratt Northern, NNYCCF) 1-2 board members are needed to work with Tug Hill for additional funding.

Correspondence:

The 2025 Tax Exemption Form from Lewis County Real Property is due January 1, 2025.

Discussion was held on the Lewis County CDBG Vacant Property Clearance Program. The back side of the Theater Building fits the criteria.

**RESOLUTION #54-2024
LEWIS COUNTY CDBG
VACANT PROPERTY CLEARANCE
PROGRAM**

Motion by Trustee Byrne and seconded by Trustee Samson to hereby authorize Lewis County CDBG Vacant Property Clearance Program to take down the vacant property on the back side of the Theater Building. Motion carried with 5 ayes and 0 nays.

New Business:

The Clerk will advertise for sealed fuel bids to be opened at October's meeting.

Mayor –

Mayor Collins informed the Board that flowers have been planted at River Park.

Planning to install the playground equipment for fall 2024 or spring of 2025. Trustee Belmont asked if there were instructions on the installation; Marshall indicated that there are. She requested a copy of the instructions to have her son review; he may be able to assist with the installation.

Mayor Collins spoke to the Village Board regarding a resident who lives on East Main Street who is kicking large stones out of his driveway into the street; she would like to write him a letter.

**RESOLUTION #55-2024
LETTER TO
EAST MAIN STREET RESIDENT**

Motion by Trustee Byrne and seconded by Trustee Belmont to hereby authorize Mayor Collins to write a letter on behalf of the Village Board to a resident on East Main Street regarding kicking large stones from his driveway into the road. Motion carried with 4 ayes and 0 nays (Mayor Collins – Abstained).

Clerk/Treasurer –

Clerk Dosztan informed the Village Board that the Villages AFR should be filed within the week.

She did not find an easement for Lois Compo.

Clerk Dosztan spoke with Stackel & Navarr, CPA's and the cost for an audit would be between \$11,000.00-\$15,000.00; the Board decided not to perform an audit at this time.

Superintendent –

Fire hydrants were flushed on Wednesday September 11 with the assistance of JS Koster Hose Company. The Fire Chief informed the Village that 2 hydrants on South Elm and 2 hydrants on North Pearl St should be bagged because they don't work.

Fall leaf and debris cleanup will be scheduled as soon as the equipment is ready.

Further discussion was held on lead & copper testing.

**RESOLUTION #56-2024
NCC QUOTE**

Motion by Trustee Kraeger and seconded by Trustee Byrne to accept NCC quote to perform lead & copper testing not to exceed \$20,907.00. Motion carried with 5 ayes and 0 nays.

Fire Department Liaison –

The county has requested engineered plans to complete the Building Permit for the BBQ pit; due to the time of year the Fire Department is waiting until the spring of 2025 to build.

Trustee Samson supplied quotes to the Board from North Country Storage Barns for \$7,870.00 for a storage unit.

**RESOLUTION #57-2024
FIRE DEPARTMENT
STORAGE UNIT**

Motion by Trustee Byrne and seconded by Trustee Samson to accept North Country Storage Barns quote of \$7,870.00 for a storage unit. Motion carried with 5 ayes and 0 nays.

Public Comment:

Christine Health informed the Board of grants and training available.

James McCauley asked the Board to reduce his water/sewer to 1 unit; it's only himself and his wife at the location.

**RESOLUTION #58-2024
JAMES MCCAULEY
WATER/SEWER CHARGE**

Motion by Trustee Byrne and seconded by Trustee Kraeger to hereby authorize the Village Clerk to change James McCauley's water/sewer billing to 1 unit. Motion carried with 5 ayes and 0 nays.

A motion was made by Trustee Samson and seconded by Trustee Kraeger to enter into Executive Session at 7:25 to discuss a litigation matter.

A motion by Trustee Belmont and seconded by Trustee Kraeger to exit Executive Session at 7:59.

**RESOLUTION #59-2024
WATER/SEWER
CHARGES ON RENTAL UNIT**

Motion by Trustee Samson and seconded by Trustee Kraeger to make no changes to a resident's water/sewer charges on their rental unit. Motion carried with 5 ayes and 0 nays.

The next regular meeting will be October 21, 2024, at 6:00 PM at the Town of Leyden Justice Building

Adjournment:

8:00 PM - Motion by Trustee Samson, seconded by Trustee Kraeger to adjourn the meeting. Motion carried with 5 ayes and 0 nays.

Minutes submitted by: _____

JD