

**VILLAGE OF PORT LEYDEN
BOARD OF TRUSTEES**

Meeting Minutes
July 15, 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 July 15, 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, Beth Steria-Rush, and James McCauley

Sewer & Water Project Updates:

Mayor Collins gave the Village Board the update on the Sewer Project from B&L. The groundbreaking is on schedule and will take place early August.

Approval of Minutes:

Motion by Trustee Samson and seconded by Trustee Byrne to accept June 17, 2024, monthly meeting minutes as amended. Motion carried with 5 ayes and 0 nays.

Approval of Vouchers:

July–

General - \$3,793.89

Water - \$2,212.90

Sewer - \$415.50

Motion by Trustee Byrne and seconded by Trustee Kreager to pay July's vouchers. Motion carried with 5 ayes and 0 nays.

Unfinished Business:

Discussion was held regarding Local Law #2-2022 Domestic Livestock & Domestic Animals; no action taken.

Further discussion was held on the GIS Web Based Hosting Service Agreement with the Board; no action taken.

Further discussion was held on the Water/Sewer Assessment Fee when a customer shuts their water/and or sewer service off. It was suggested to charge \$35.00/service received.

**RESOLUTION #42-2024
WATER/SEWER
ASSESSMENT FEE**

Motion by Trustee Samson and seconded by Trustee Byrne to implement a \$35.00 Assessment Fee per service received per quarter not to exceed \$70.00 charge/quarter when a customer's water and or sewer service is turned off. Motion carried with 5 ayes and 0 nays.

Clerk Dosztan will contact Attorney Gilbert for further information on how to proceed.

Further discussion was held on the Community Hall Rental Agreement; no action taken.

Correspondence:

Mayor Collins received correspondence from the NYS Pro-Housing Community. The Village is now a Pro-Housing Community.

Clerk Dosztan will meet with Civally regarding the Village Website, Emails, and Local Laws grant through Lewis County.

The Villages Flood Plan needs to be assessed per FEMA.

Mayor Collins met with NYMIR (insurance) and they would like master battery disconnect on village vehicles; DPW Superintendent Mooney indicated that a few of the vehicles have them but it's not feasible on all the vehicles.

Trustee Byrne asked if there was a possibility to install a walkway to the new Dollar General on Route 12. Further discussion would need to be held between the Village and Town of Leyden.

Trustee Byrne indicated that he would like to see more speed limit signage on Mechanic Street and Canal Street.

New Business:

Mayor –

Clerk/Treasurer –

Clerk Dosztan informed the Village Board that the village accountant advised the Village to request an extension on filing the 2023-2024 Annual Financial Report – the request was approved, the new filing deadline is 9/30/24.

Further discussion was held on the accounting audit. Clerk Dosztan has contacted Williamson Law Book, Clerks Association, and NYCOM for suggestions on accountants. Currently, no accounting firm is willing to conduct the audit. Trustee Samson suggested contacting Stackel and Navarra CPA in Watertown.

Superintendent –

Discussion was held regarding reconfiguring the parking on W. Main Street. Superintendent Mooney suggested parallel parking in front of the Post Office.

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Discussion was held on sidewalk removal/replacement on Pearl St and E. Main St; it's up to the homeowner to maintain the sidewalk. In the future there may be grants the Village can apply for to help with replacing the sidewalks.

Superintendent Mooney received a quote to fog seal Mechanic Street for \$6,521.31 from Suit Kote. He informed the Village Board that the 2023 CHIPS is no longer available for this project.

**RESOLUTION #43-2024
FOG SEAL
MECHANIC STREET**

Motion by Trustee Kraeger and seconded by Trustee Byrne to accept Suit Kotes quote of \$6,521.31 to fog seal Mechanic Street. Motion carried with 5 ayes and 0 nays.

Superintendent Mooney received a request from Brandon Smith on Quarry Street to install a 20' culvert so he can install a second driveway; the Village is not responsible for replacing culverts to a resident's driveway so at this time; they will not be installing a culvert.

Superintendent Mooney informed the Village Board that the flow meter should be delivered this week. Due to the flow meter being hit by lightning, a claim was filed with the insurance company.

Superintendent Mooney will get prices on a generator and trash pump.

Fire Department Liaison –

The Village will receive quotes for a storage unit that was agreed on in the MOU.

Further discussion was held on the lease/contract between the Fire Department and Village; both attorneys need to discuss the contract.

The proposed BBQ pit still needs to be marked out for the board.

Charity Hoffert asked the Village Board if they can issue the check for the air pack loan payment; Clerk Dosztan will issue the check in the August vouchers.

A boot drive will be held on July 28, 2024 from 8:00-4:00.

Larry Hoffert informed the Village Board that NYS is trying to mandate new equipment and training for the Fire Department; this will put a financial strain on the Fire Departments.

Public Comment:

Beth Steria-Rush informed the Board of grants and training available.

The next regular meeting will be August 19, 2024, at 6:00 PM at the Town of Leyden Justice Building

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Adjournment:

8:20 PM - Motion by Trustee Byrne, seconded by Trustee Belmont to adjourn the meeting. Motion carried with 5 ayes and 0 nays.

Minutes submitted by: _____
JD