

**VILLAGE OF PORT LEYDEN  
BOARD OF TRUSTEES**

*Meeting Minutes*  
**August 19, 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 August 19, 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, Trevor Samson, Lois Compo, Angie Kimball, Ashtin Hoffert, and James McCauley

**Sewer & Water Project Updates:**

Mayor Collins gave the Village Board the update on the Sewer Project from B&L. The sewer project has started; Mayor Collins also informed the Board that a “Change Order” will be coming.

**Approval of Minutes:**

Motion by Trustee Samson and seconded by Trustee Kraeger to accept July 15, 2024, monthly meeting minutes as amended. Motion carried with 5 ayes and 0 nays.

**Approval of Vouchers:**

August–

General - \$33,558.24

Water - \$9,442.55

Sewer - \$14,743.13

Motion by Trustee Samson and seconded by Trustee Byrne to pay August 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 Community Hall Rental Agreement; the Board would like to leave the agreement as is and not make any changes at this time.

Trustee Byrne informed the Board that possibly CHIPS monies could be used for signage. Angie Kimball believes that CHIPS can only be used for road work.

A request was also made for a larger street sign on Canal Street where it meets Route 12 (south end of the village).

Further discussion was held on the GIS Web Based Hosting Service Agreement with the Board.

**RESOLUTION #44-2024**  
**GIS WEB-BASED**  
**HOSING SERVICE AGREEMENT**

Motion by Trustee Byrne and seconded by Trustee Belmont to authorize Mayor Heather Collins to sign the GIS Web-Based Housing Agreement. Motion carried with 4 ayes and 0 nays (Mayor Collins Abstained).

Schedule a Public Hearing for the Water/Sewer Assessment Fee.

**RESOLUTION #45-2024**  
**PUBLIC HEARING**  
**WATER/SEWER**  
**ASSESSMENT FEE**

Motion by Trustee Byrne and seconded by Trustee Sampson to schedule a Public Hearing on Monday September 16, 2024, at 6:00. 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.

**Correspondence:**

Bruce Myers requested the Village Board write a letter to the County requesting them to repair the railroad tracks on West Main Street. Superintendent DPW Mooney informed the Village Board that he contacted the railroad via email, and they informed him that they would make the repair.

The Village of Port Leyden was awarded \$30,000.00 from the Community Connections Grant. The Village's contribution is \$29,998.50. The Village will seek additional funding to assist with the Village's portion (Pratt Northern, Northern NY Community Foundation, and Unity Way). The Grant will be used for a pavilion and landscaping at the Village Park.

**New Business:**

**Mayor –**

Mayor Collins informed the Board that NYS DEC Water Withdrawal Permit needs to be increased. The cost is approximately \$70,000.00. Ange Kimball suggested contacting Lewis County Soil & Water for assistance.

Mayor Collins informed the Board that she received several complaints from residents regarding soil being dumped and village employees at a residence on Rugg Road. The Rugg Road resident agreed to have the soil from the sewer plant dumped on her property at no charge to the village. Village employees flagged while dump trucks were backing in from the road for safety reasons.

Mayor Collins does not believe any water meters have been installed at any residential or commercial properties.

**Clerk/Treasurer –**

Clerk Dosztan informed the Village Board that she contacted Stackel & Navarr, CPA in Watertown and will talk to Amy this week.

Clerk Dosztan has been in contact with Community Bank N.A. regarding the Village's interest rates on our accounts. Community Bank N.A. can change the General account from a money market account to a public funds account and the rate received will be 2%. Water, Sewer, and Trust & Agency fund the rate received will be .15%. Angie Kimball also suggested NYCLASS as another option for the Village and they have higher interest rates.

**RESOLUTION #46-2024  
COMMUNITY BANK N.A.  
GENERAL, WATER, SEWER,  
AND TRUST & AGENCY  
ACCOUNT CHANGES**

Motion by Trustee Kraeger and seconded by Trustee Byrne to change the Community Bank N.A. accounts to receive better interest rates. Motion carried with 5 ayes and 0 nays.

**Superintendent –**

Ashtin Hoffert and Tyler Corrice started work as DPW Laborers on 8/12/24.

**RESOLUTION #47-2024  
GENERATOR & TRASH PUMP  
PURCHASE**

Motion by Trustee Samson and seconded by Trustee Kraeger to purchase a generator for \$600.00 and a trash pump for \$199.00. Motion carried with 5 ayes and 0 nays.

**RESOLUTION #48-2024  
WEST MAIN STREET  
PARKING**

Motion by Trustee Kraeger and seconded by Trustee Byrne to paint blue (handicap) and white parking spots on West Main Street. Motion carried with 5 ayes and 0 nays.

Superintendent Mooney would like to purchase 10-ton cold patch @\$120.00/ton for a total of \$1,200.00.

**RESOLUTION #49-2024  
PURCHASE  
10-TON COLD PATCH**

Motion by Trustee Byrne and seconded by Trustee Kraeger to purchase 10-ton of cold patch for a total of \$1,200.00. Motion carried with 5 ayes and 0 nays.

Superintendent Mooney received a quote from NCC for \$20,907.00 for lead & copper testing; he will request more quotes.

Discussion was held regarding the water main on Pearl Street. Superintendent Mooney informed the Board that approximately 775' of water line and 20 services need to be upgraded to either a 6" or 8" line. Trustee Samson, who resided on Shaver Road informed the Board that her water pressure is very low. Mayor Collins will speak with Anthony Young-B&L to see if the Village can qualify for emergency funding for the repair.

**Fire Department Liaison –**

Further discussion was held on the new marquee and BBQ Pit.

**RESOLUTION #50-2024  
BUILDING PERMITS  
MARQUEE & BBQ PIT**

Motion by Trustee Byrne and seconded by Trustee Samson to move forward with a building permit for the marquee and BBQ pit. Motion carried with 5 ayes and 0 nays.

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

Further discussion was held on the storage unit as agreed in the MOU. The Village needs to get quote on a 12 x 20 storage building with 10' doors. Trustee Byne & Trustee Samson will request quotes.

**Public Comment:**

Angie Kimball informed the Board of grants and training available.

Lois Compo requested a copy of the easement the Village has on her property.

A motion was made by Trustee Kraeger to enter executive session at 7:50 to discuss a water/sewer matter; seconded by Trustee Byrne.

A motion was made by Trustee Samson to exit executive session at 8:10 seconded by Trustee Kraeger.

**Village of Port Leyden**  
**Minutes (August 19, 2024)**  
**Page 5**

The Village Board has agreed to install meters at several properties to meter water. They will not be discounting any water or sewer charges for residents as metered water and sewer will take place once the water upgrade takes place.

The next regular meeting will be September 16, 2024, at 6:00 PM at the Town of Leyden Justice Building

**Adjournment:**

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

Minutes submitted by: \_\_\_\_\_  
*JD*