

**VILLAGE OF PORT LEYDEN  
BOARD OF TRUSTEES**

*Meeting Minutes*  
**March 18, 2024**

**Call to Order**

Mayor Collins called the regular monthly meeting for the Board of Trustees of the Village of Port Leyden to order at 6:00 PM on March 18, 2024.

**Roll Call:**

Meeting included the following board members:

Mayor Heather Collins, Trustee Jennifer Samson, Trustee Deborah Belmont, Trustee Nicholas Byrne, and Clerk/Treasurer Janice Dosztan (Trustee Charles Kraeger not in attendance-work)

Guests: DPW Superintendent Marshall Mooney, DPW Deputy Superintendent Ryan Battles, Jacob Yousey, Anthony Young, Christine Healt, Trevor Samson, Lois Compo, Terry Swiernik, Jeff Porter, Kevin Daily, and Larry Walker

**Sewer & Water Project Updates:**

Anthony Young gave the Village Board an update on the Sewer Capital Project.

**RESOLUTION #22-2024**

**STATE ENVIRONMENTAL QUALITY REVIEW ACT PROCESS FOR THE VILLAGE OF PORT LEYDEN WASTEWATER TREATMENT FACILITY IMPROVEMENTS PROJECT**

**WHEREAS**, the Village of Port Leyden (Village) is proposing the Village of Port Leyden Wastewater Treatment Facility Improvements Project (Project); and

**WHEREAS**, pursuant to Article 8 of the Environmental Conservation Law, as amended, the New York State Environmental Quality Review Act (“SEQRA”) and the implementing regulations at 6NYCRR Part 617 (the “Regulations”), the Village desires to comply with SEQRA and the Regulations with respect to the Project; and

**WHEREAS**, pursuant to the State Environmental Quality Review Act (“SEQRA”) and the implementing regulations at 6 NYCRR Part 617, the Village of Port Leyden previously completed the SEQRA process and passed a Negative Declaration for the proposed Project on October 19, 2020; and

**WHEREAS**, the original project scope included various improvements to the Village’s existing wastewater treatment facility (WWTF), including the addition of an approximately 20,000 gallon septic tank and two additional sand bed filters, replacement of sand in the existing sand beds, a new outfall sampling manhole with connection piping, and ultraviolet (UV) disinfection infrastructure and associated pole barn. The project also involved closed-circuit television (CCTV) and smoke testing inspections of the Village’s entire sewer collection system and completion of any identified rehabilitation needs; and

**WHEREAS**, in addition to the previously reviewed project scope, The Village is proposing to replace the existing manual bar screen at the WWTF with a pre-engineered channel or manhole-mounted screening unit in the same location; and

**WHEREAS**, the Village of Port Leyden Village Board, as Lead Agency, has revised Parts 1, 2, and 3 of the Full Environmental Assessment Form (FEAF) to account for the replacement of the WWTF bar screen, in support of re-issuing a Determination of Significance for the change in project scope; and

**WHEREAS**, the Village is hereby amending its negative declaration as set forth in Section 617.7(e)(1) and (2) and has examined the changes to the project, determining that no significant adverse environmental impacts will occur as a result of the project or these project changes (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, (b) examining the additional FEAF, including the facts and conclusions in Parts 1, 2 and 3 of the FEAF, together with other available supporting information, to identify the relevant areas of environmental concern, and (c) thoroughly analyzing the identified areas of environmental concern:

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Village of Port Leyden Village Board has reviewed Parts 1, 2, and 3 of the FEAF documenting the bar screen replacement; and it is further

**RESOLVED**, that the Village of Port Leyden Village Board has completed a review of the FEAF and confirms that the modified project scope is a change to a Type I Action which has been determined will not have any significant adverse impact on the environment as provided in the FEAF documents attached hereto and hereby made a part thereof and hereby amends its previously issued negative declaration of environmental significance; and it is further

**RESOLVED**, that the Mayor of the Village of Port Leyden is hereby authorized to take all actions, serve all notices, and complete all documents to give full force and effect to this amended SEQRA negative declaration of environmental significance; and

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Heather Collins, Mayor - Aye  
Jennifer Samson, Trustee - Aye  
Deborah Belmont, Trustee - Aye  
Charles Kraeger Jr., Trustee (Absent)  
Nicholas Byrne III, Trustee - Aye

The foregoing resolution was thereupon declared duly adopted. Dated: March 18, 2024

**RESOLUTION #23-2024**  
**FULL ENVIRONMENTAL ASSESSMENT FORM**  
**PART 1**

Motion by Trustee Byrne and seconded by Trustee Belmont to authorize Mayor Collins to sign the Full Environmental Assessment Form Part 1. Motion carried with 3 ayes and 0 nays.

**RESOLUTION #24-2024**  
**FULL ENVIRONMENTAL ASSESSMENT FORM**  
**PART 3**

Motion by Trustee Byrne and seconded by Trustee Belmont to authorize Mayor Collins to sign the Full Environmental Assessment Form Part 3. Motion carried with 3 ayes and 0 nays.

**Approval of Minutes:**

Motion by Trustee Byrne and seconded by Trustee Samson to accept February 19, 2024 monthly meeting minutes as amended. Motion carried with 4 ayes and 0 nays.

**Approval of Vouchers:**

March –

General - \$45,963.53

Water - \$3,492.39

Sewer - \$18,924.85

Motion by Trustee Belmont and seconded by Trustee Byrne to accept March's vouchers. Motion carried with 4 ayes and 0 nays.

**Unfinished Business:**

Rosanne Butts requested the cost for removal of the field day building at February's meeting.

Rasmussen Rentals (equipment rentals – 2 day's) \$1,965.00

Shue Brothers (dumpsters) \$8,208.32

Sims Metal (scrap metal reimbursement) \$1,608.92

The Fabric Mill building is slated to be demolished at the end of March or the beginning of April. Village DPW will be working with the contractor and Lewis County during the demolition.

Mayor Collins spoke with Dave Brown – Lewis County Codes/Zoning to discuss becoming a Pro-Housing Community. He will assist with codes data for the community.

The water line replacement has been delayed due to a water system issue. Work will be scheduled for this month to replace a section of the distribution line at the chlorine building.

**New Business:**

Discussion was held to set the 2024 milage rate (Federal is \$.67/mile)

**RESOLUTION #25-2024  
SET 2024 MILEAGE RATE**

Motion by Trustee Byrne and seconded by Trustee Belmont to set the 2024 mileage rate at \$.67/mile. Motion carried with 4 ayes and 0 nays.

Discussion was held regarding Janice and Anthony Belmont's water/sewer rates. Their home is a duplex and in the past one side was used as a rental. Currently the rental is empty, and they have no plans to rent. They asked the Board to consider dropping their water/sewer to 1 unit.

**RESOLUTION #26-2024  
CHANGE JANICE/ANTHONY BELMONT  
TO 1 UNIT (WATER/SEWER)**

Motion by Trustee Byrne and seconded by Trustee Samson to drop the Belmont's water/sewer billing to 1 unit. Motion carried with 3 ayes and 0 nays (Trustee Belmont Abstained)

Mayor Collins informed the Board that she was contacted by Public Employee Safety & Health (PESH) regarding violations in November 2023 during the field day building demolition.

Demolition permit not filed

C11 was not filed

The DPW and Village Clerk will keep files at both offices.

DPW will obtain bids for electric installation at the Village Park.

**Correspondence:**

Mayor Collins would like to open a discussion with the Village Board and Village residents on utilizing the vacant space at the former Field Day building.

DPW Superintendent Marshall Mooney would like to remove the concrete towards the Fire Hall.

Terry Swiernik would like to remove all the concrete and have a pavilion with electricity.

Discussion was held on putting the lighting at the basketball court on a timer or a panel box that can be turned on/off.

Mayor Collins did inform the Board that the Village has a new playground, it will be installed this summer.

Trustee Byrne would like to see the concession stands open during Little League games and allow them to use the storage space again. All Board members agreed.

Clerk Dosztan informed the Board that a Budget Workshop needs to be scheduled.

**RESOLUTION #26-2024**  
**SCHEDULE BUDGET WORKSHOP**

Motion by Trustee Byrne and seconded by Trustee Belmont to schedule a budget workshop on March 25, 2024 at 5:00 PM at the Village Clerks Office. Motion carried with 4 ayes and 0 nays.

Clerk Dosztan informed the Board that a Public Hearing – Tentative Budget needs to be scheduled.

**RESOLUTION #27-2024**  
**PUBLIC HEARING**  
**TENTATIVE BUDGET**

Motion by Trustee Samson and seconded by Trustee Byrne to schedule a Public Hearing – Tentative Budget on April 15, 2024 at 5:30 PM. Motion carried with 4 ayes and 0 nays.

Clerk Dosztan will send the completed Water/Sewer Re-levies to the county by the end of April.

DPW Superintendent Mooney informed the Board that we had a pump failure on Canal Street. The pump is in Cortland for evaluation; will receive a quote for repair.

The shutoff valve was repaired at the wastewater plant.

The windshield was repaired on the Mahindra tractor.

Ryan is currently working on locating curb stops.

Road salt will be ordered.

Discussion was held on chlorination tablets for settling ponds at the wastewater plant –  
USA Blue Book - \$1,204.35 (5-45 LB Pals)  
Leslie's - \$1,249.95 (5-45 LB Pals)

**RESOLUTION #28-2024**  
**WASTEWATER PLANT**  
**CHLORINATION TABLETS**

Motion by Trustee Byrne and seconded by Trustee Samson to accept USA Blue Book quote for chlorination tablets. Motion carried with 4 ayes and 0 nays.

Discussion was held on replacing the brushes on the John Deere boom.  
Cazenovia Equipment - \$828.32  
eBay - \$820.12

**RESOLUTION #29-2024**  
**JOHN DEERE**  
**BOOM REPLACEMENT BRUSHES**

Motion by Trustee Samson and seconded by Trustee Belmont to accept Cazenovia Equipment quote for boom replacement brushes. Motion carried with 4 ayes and 0 nays.

Flushing of hydrants will be scheduled for some time this Spring.

The Village DPW will speak with the Town of Leyden Water District regarding installation of a hydrant at the end of the Village line on Mechanic St./Kelpytown Road.

Trevor Sampson informed the Board that bingo is going well. He also reminded the Board there will be a chicken bar b q this weekend.

**CTHC:**

Christine Healt informed the Board of the grants that are available to the Village and the deadlines.

**Public Comment:**

Larry Walker expressed his concern to the Board regarding the water and sewer rates. He would like to see some business's get metered and wanted the Village to give him a timeline on when this will happen. Mayor Collins informed him that the Village is working on it, but it is a process that will take time. This project will take more than a few months to complete.

**Executive Session:**

A motion made by Trustee Belmont and seconded by Trustee Byrne to enter Executive Session at 7:57 to discuss a personnel matter.

A motion was made by Trustee Samson and seconded by Trustee Byrne to exit Executive Session at 8:35; no action taken.

The next regular meeting will be April 15, 2024 at 6:00 PM (Public Hearing @ 5:30) at the Town of Leyden Justice Building

**Adjournment:**

8:36 PM - Motion by Trustee Samson, seconded by Trustee Belmont to adjourn the meeting. Motion carried with 4 ayes and 0 nays.

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