

**VILLAGE OF PORT LEYDEN  
BOARD OF TRUSTEES**

*Meeting Minutes*  
**November 18, 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 November 18, 2024, with the pledge of allegiance/moment of silence.

**Roll Call:**

Meeting included the following board members:

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

Guests: DPW Superintendent Marshall Mooney, Lois Compo, Beth Rush, James McCauley, Charity Hoffert, Larry Hoffert, and Trevor Samson

**Sewer & Water Project Updates:**

Pre-water construction meeting will be held Tuesday November 19, 2024, at 2:00 PM at the Community Hall; sewer construction meeting will follow.

**Approval of Minutes:**

Motion by Trustee Kreager and seconded by Trustee Byrne to accept October 21, 2024, monthly meeting minutes as amended. Motion carried with 5 ayes and 0 nays.

Motion by Trustee Samson and seconded by Trustee Kraeger to accept November 11, 2024, special meeting minutes. Motion carried with 5 ayes and 0 nays.

**Approval of Vouchers:**

November–

General - \$4,891.65

Water - \$15,204.13

Sewer - \$4,232.41

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

**Unfinished Business:**

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.

Further discussion was held on the 2025 Tax Exemption Form from Lewis County Real Property that is due January 1, 2025.

**RESOLUTION #71-2024  
2025 TAX EXEMPTION  
FORM**

Motion by Trustee Samson and seconded by Trustee Kraeger to submit the 2025 Tax Exemption Form with no changes. Motion carried with 5 ayes and 0 nays.

Further discussion was held on retaining Kendall, Harrienger & Burrows Law Firm.

**RESOLUTION #72-2024  
RETAIN  
KENDALL, HARRIENGER & BURROWS  
LAW FIRM**

Motion by Trustee Samson and seconded by Trustee Belmont to retain Kendall, Harrienger & Burrows Law Firm effective December 1, 2024. Motion carried with 5 ayes and 0 nays.

Mayor Collins will inform our current attorney Ian Gilbert and will contact Kendall, Harrienger & Burrows.

**Correspondence:**

Mayor Collins reviewed a Resolution In Support of Continued and Increased State Aid For Local Governments that she received from NYCOM.

**RESOLUTION #67-2024  
SUPPORT OF CONTINUED  
& INCREASED STATE AID FOR  
LOCAL GOVERNMENTS**

Motion by Trustee Byrne and seconded by Trustee Belmont to pass a Resolution in Support of Continued & Increased State Aid for Local Governments. Motion carried with 5 ayes and 0 nays.

**New Business:**

Mayor Collins would like to implement a \$25.00 service charge when a resident has their water shut off or on. She would also like a DPW to be onsite when the water is turned on.

**RESOLUTION #74-2024  
SERVICE CHARGE  
FOR WATER SHUT OFF OR ON**

Motion by Trustee Belmont and seconded by Trustee Byrne to implement a \$25.00 service charge when a resident shuts their water off or on. Motion carried with 5 ayes and 0 nays.

Mayor Collins informed the Board that a traffic meeting will be held on November 20, 2024 at 9:30 am.

Hartley's Meat Market is applying for DRI Main Street Funding and a handicapped access ramp and Mayor Collins offered a letter of support from the Board.

**RESOLUTION #75-2024  
LETTER OF SUPPORT  
HARLEY'S MEAT MARKET**

Motion by Trustee Byrne and seconded by Trustee Kraeger to authorize Mayor Collins to write a Letter of Support. Motion carried with 4 ayes and 0 nays (Mayor Collins-Abstained).

**Mayor –**

Mayor Collins informed the Board that the Patty Stanford Band and raffle basket will take place on December 6-7.

**Clerk/Treasurer –**

Water/Sewer Assessment Charges have been added to the system and letters have been sent.

Clerk Dosztan is working with Digital Towpath to update the Village's website.

**Superintendent –**

A new led light has been installed in the boiler room. Millers Heating serviced/repared the boiler.

A rain cap needs to be installed on the chimney of the Community Hall; contact Bruce Kraeger to see if he can install it.

A revised quote was received from Koester for the wastewater lift pump for \$34,837.00.

**RESOLUTION #76-2024  
PURCHASE WASTEWATER  
LIFT PUMP**

Motion by Trustee Kraeger and seconded by Trustee Samson to purchase a wastewater lift pump from Koester for \$34,837.00. Motion carried with 5 ayes and 0 nays.

Marshall informed the Board that he will paint the new parking lines on E. Main Street as soon as he has availability.

**Fire Department Liaison –**

Mayor Collins thanked the Fire Department for their assistance with the Community Hall.

Trevor Samson informed the Board that bingo will be held on December 13, 2024, and in 2025 they plan to hold it on the 3<sup>rd</sup> Friday of the month.

Mayor Collins asked if the number of calls could be shared with the community monthly. Trevor said it may be something they could do quarterly or every 6 months. He believes that the fire department has responded to 45 fires and the ambulance has responded to 145 calls in 2024.

Trevor also informed the Board that the engine needs and oil/filter change that will cost approximately \$650.00 and it also needs tires that would cost approximately \$2,744.28. Both services would cost approximately \$3,500.00.

**RESOLUTION #77-2024  
ENGINE OIL/FILTER CHANGE  
TIRES**

Motion by Trustee Samson and seconded by Trustee Kraeger to authorize oil/filter change and new tires for the engine costing approximately \$3,500.00. Motion carried with 5 ayes and 0 nays.

Engine #3 pumps will be tested in the Spring of 2025.

The Fire Department received a grant to purchase a jaws of life.

The Christmas Parade will be held on December 8, 2024, at 5:30 with Santa and refreshments following and the Community Hall.

**Public Comment:**

Beth Rush informed the Board of grants and training available.

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

**Adjournment:** 7:15 PM - Motion by Trustee Kraeger, seconded by Trustee Byrne to adjourn the meeting. Motion carried with 5 ayes and 0 nays.

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