

**VILLAGE OF PORT LEYDEN**  
**BOARD OF TRUSTEES**  
*Meeting Minutes*  
**November 20, 2023**

**Call to Order**

A regular meeting of the Board of Trustees of the Village of Port Leyden was called to order at 6:00 PM on November 20<sup>th</sup>, 2023, by Mayor Shawn Smith.

**Roll Call:**

Meeting included the following board members:

*Mayor Shawn Smith      Trustee Erin Mikesell      Trustee Tina Sullivan*  
*Trustee Mark Dorrity      Trustee Deborah Belmont*

Others:

*Danielle St. Louis      William Amato      Nancy Fruin      Joanne*  
*Malone      Janice Belmont      Anthony Belmont      Jim*  
*Rush      Stephen Collins      Heather Collins      Melissa Newvine      Angel*  
*Santamour      Mark Mikesell      Charity Hoffert      Jim*  
*McCauley      Roseanne Butts      Jennifer Samson      Tim Thayer      Chuck*  
*Kraeger      Lois Compo      Jon Capron      Alan*  
*Scouten      Beth Steria*

**Orders of the Day:**

§ None.

**Approval of Minutes/Excuse Absent Board Members:**

*Motion by Trustee Dorrity, seconded by Trustee Sullivan to approve the minutes of the October 16, 2023, regular meeting. All in favor.*

**Approval of Vouchers:**

*Motion by Trustee Mikesell, seconded by Trustee Belmont to approve the vouchers as presented. All in favor.*

*General #6: \$ 53,266.63*  
*Water #6: \$ 27,851.66*  
*Sewer #6: \$ 533.79*

**Unfinished Business:**

**1. Village Infrastructure – Water Project & Lyonsdale Water District:**

§ Mayor Smith reported that the Village is awaiting grant announcements. Barton & Loguidice is awaiting information from Lyonsdale in order to complete the PER/MPR.

**1. Village Infrastructure – Sewer Project-UV Disinfection & Treatment Plant Expansion:**

§ Mayor Smith reported that the Village was awarded \$887,000 from the Community Development Block Grant (CDBG) on November 9, 2023. At this time, the sewer project is

100% grant funded. Since the CDBG grant was awarded, EFC will reduce the Principal Forgiveness Grant and Bipartisan Infrastructure Law grants down to approximately 83%. The grant announcements for WQIP and WIIA are still pending.

§ DEC is still reviewing and working on the permits and EFC is waiting to schedule short-term loan closing until the WIIA announcements.

**c. Utility Change for Industrial/Commercial Users:**

§ Mayor Smith reported that Core & Main still has not showed up even after numerous scheduled appointments. The Village is looking to install the necessary meters.

**1. Community Hall Fuel Tank:**

§ No update.

**New Business:**

**a. Lewis County 2024 Exemption Questionnaire:**

*Motion by Trustee Mikesell, seconded by Trustee Sullivan to approve the 2024 Exemption Questionnaire as presented based on it being consistent with prior years. All in favor.*

**b. 2023 Village Tax Relevy Affidavit:**

*Motion by Trustee Dorrity, seconded by Trustee Belmont to accept the 2023 Tax Relevy as presented. All in favor.*

**c. 2024 Town of Leyden Ambulance Contract:**

*Motion by Trustee Dorrity, seconded by Trustee Mikesell for Mayor Smith to sign the 2024 ambulance contract for the Town of Leyden. All in favor.*

**d. 2024 Town of Leyden Fire Protection Contract:**

*Motion by Trustee Mikesell, seconded by Trustee Dorrity for Mayor Smith to sign the 2024 fire department contract for the Town of Leyden. All in favor.*

**Correspondence:**

§ None.

**Officers Reports:**

**1. Mayor:**

§ Mayor Smith reported that the Village ordinance regarding no parking on village streets from 2am to 6am from November 1 through April 1 is in effect.

**b. Clerk/Treasurer:**

§ Clerk/Treasurer St. Louis reminded utility users that water/sewer billing would be going out December 1, 2023 and all payments would be due by December 31, 2023 to avoid penalty.

**c. Superintendent:**

§ Supt. Amato reported that construction on the Community Hall bathrooms is almost complete and he hopes to have them fully finished in the coming weeks.

**d. Fire Department:**

§ Jon Capron, President of J.S. Koster Hose Co. Inc., reported they are having a Christmas parade on December 9, 2023 at 5pm. He reported that there will be four (4) stops along the way. He also asked if the thermostat in the fire bay could be turned up slightly.

**Public Comment:**

§ Heather Collins asked about the Kubota skid steer including why it was sold, what year it was, and if the money was going back into the Sewer Fund.

§ Rosanne Butts questioned the demolition of the Field Day Buildings asking about the demolition permit and if an asbestos survey was completed.

§ Beth Steria, Tug Hill Commission, reviewed the monthly announcements.

§ Alan Scouten questioned the Treasurer’s report and why minutes and monthly bills are not read aloud at the meeting. He questioned the “sign in” sheet and why it’s necessary. He also questioned the “new” sign over the Little League Scoreboard.

§ Angel Santamour reported that a Christmas decorating contest will take place among the Village. She encouraged people to sign up and passed around a flyer with the details of the event.

§ Janice Belmont reported that a “sign in” sheet had been started for meetings a long time ago to help keep track of who attended. She recalled complaining to former Mayor Collins about prior DPW Superintendent Marmon driving the Kubota skid steer all over the Village and not using it at the sewer plant like it was intended. She also stated that fire department members should be ashamed of their recent behaviors.

**Executive Session:**

§ None.

**Adjournment:**

*6:30 PM - Motion by Trustee Dorrity, seconded by Trustee Mikesell to adjourn the meeting. All in favor.*

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

DLS