

Village of Sackets Harbor Board of Trustees
December 10, 2019
Regular Meeting
112 N. Broad St.
Sackets Harbor, NY 13685

Present: Mayor Eric Constance, Deputy Mayor Barbara Boulton, Trustee Dan Frechette, Trustee James Bray and Trustee Phillip Fay. Also present: Jim Yuhas, Treasurer.

The meeting was called to order at 6:30 pm with the Pledge of Allegiance.

The Annual Meeting was opened and Mayor Constance reported that he, Trustee Frechette and Trustee Fay had been sworn in for their new terms.

Mayor Constance read into the record the annual authorizations, appointments and policies:

- Authorize payment in advance of audit, claims for public utility service, postage, freight, payroll taxes and express fees, medical, dental, life and disability insurance premiums as well as advance registrations for conferences and classes.
- Designate the Regular Open Meeting dates of the Board of Trustees as the second Tuesday of each month to commence at 6:30 PM.
- Designate the Depository Institutions for the Village of Sackets Harbor as: Watertown Savings Bank and Community Bank.
- Authorize the following check signing procedure, the Treasurer or Mayor may sign checks.
- Designate the official newspaper for the Village of Sackets Harbor as the *Watertown Daily Times*.
- Authorize the mileage rate to be as set by the IRS guidelines.
- Authorize officials and employees to attend meetings, conferences and workshops.
- Authorize Village and Employee co-payment of medical and dental insurance premiums (Village pays 90% of premium, employee pays 10% premium). For employees hired after June 1, 2010, the Village will pay 75% of premium and employees will pay 25% of premium.

- Authorize the Village share of the Treasurer's health insurance premium to be paid to the Town of Wilna
- Authorize the following appointments for the following terms:
 - Deputy Mayor – Barb Boulton - one year
 - Treasurer – James Yuhas – two years
 - Deputy Treasurer – Mary Ann Yuhas – one year
 - Clerk – Margaret Kelly – two years
 - Deputy Clerk – Shannon Mason – one year
 - Registrar – Margaret Kelly – two years
 - Deputy Registrar – Shannon Mason –one year
 - Zoning Enforcement Officer – James Corbin - one year
 - Heritage Area Director – David Altieri - one year
 - Visitor's Center Director – Gail Gorgen - one year
 - Village Historian – Jeannie Brennan & Constance Brennan-Barone - one year
 - Village Attorneys – Conboy, McKay, Bachman & Kendall - one year
 - Village Engineer – Bernier, Carr & Associates - one year
 - Village DPW Superintendent – Lynn Martin

Review and ratify the Coin Deposit Policy:

DPW staff is to retrieve coins from the water dispensers, place them in the deposit bags to be provided by the Watertown Savings Bank, lock the bags and return them to the bank to be counted and deposited.

Ratify the Investment Policy

Ratify the Acceptance of Credit/Debit Card or ACH payment for Village Taxes and water/sewer bills policy

Ratify the Procurement Policy

Position	Name	Replacement	Term End
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Appointments
12/11/2018 Annual
Mtg

Deputy Mayor	Barbara Boulton		12/07/20
Treasurer	James Yuhas		12/14/21
Deputy Treasurer	Mary Ann Yuhas		12/08/20
Village Clerk	Margaret Kelly		12/14/21
Deputy Village Clerk	Shannon Mason		12/8/2020
Planning Board/ZBA Sec'y	Shannon Mason		12/8/2020
DPW Supervisor	Lynn Martin		12/8/2020
Zoning Enforcement Officer	James Corbin		12/8/2020
Engineer	Bernier, Carr & Associates		12/8/2020
Village Registrar	Margaret Kelly		12/14/21
Deputy Village Registrar	Shannon Mason		12/8/2020
Heritage Area Director	David Altieri		12/8/2020
Visitor's Center Director	Gale Gorgen		12/8/2020
Village Historian	Jeannie Brennan/Connie Barone		12/8/2020

Employees

Visitor Center - part time			
DPW - Foreman	John Madlin		
DPW - Laborer	Larry Tiller		
DPW - Laborer - Part time			
DPW - Laborer - Part time			
DPW - Laborer - Part time			
DPW - Summer Laborer			
Police OIC - Part time	Paul Trudeau		
Cleaner	Cathie Ginn		

Elected
Village Board

Mayor	Eric Constance		12/07/20
Trustee	Daniel Frechette		12/06/21
Trustee	Phillip Fay		12/06/21
Trustee	James Bray		12/7/2020
Trustee	Barbara Boulton		12/7/2020

Planning Board

PB Chair	Janet Quinn		12/14/21
PB Member	Dick Stephens		12/12/23
PB Member	Stasse Perkins		12/08/20
PB Member	Thomas Dyckes		12/13/22
PB Member	Merle Tousant		12/13/22
PB Alternate			

Zoning Board

ZBA Chair	Jon P. Constance		12/14/21
ZBA Member	Frank Reynolds		12/10/24

ZBA Member	John Kenna		12/08/20
ZBA Member	Lawrence Barone		12/13/22
ZBA Member	Floyd Dame		12/12/23

Housing Authority
Annual Meeting

Chair	Betsy Regan		April, 2021
Vice Chair			
Secretary	Brenda Scordo		Dec, 2024
Treasurer	Jane Lawlee		April, 2020
Member	Marsha Gaffney		Nov, 2023
Member	Susan Roach		Feb, 2023
Member	Judy Fiorentino		May, 2023
Member	Cec Perkins		Feb, 2023

Marketing Committee

	Christine Eggleston		
	Connie Barone		
Mayor	Eric Constance		
	Katie Riordan		
	Dave Altieri		
Board Member	Phillip Fay		
	Gail Gorgen		
	Kevin Smith		
	Chamber of Commerce Rep		

Joint Rec

Town	Chair		
Village Board Rep	Dan Frechette		12/7/2020
Town Board Rep			
Village	Briggs McAndrews		12/8/2020
Town			
Town	Jeff Robbins		
At Large	Derek Derouin		
Village	Paul Trudeau		12/8/2020

Military Cemetery

Chair	Barb Boulton		12/7/2020
Member	Glenn Shephard		12/8/2020
Member	Richard Stevenson		12/14/2021
Member	Paul Trudeau		12/8/2020
Member			12/8/2020

Can/Am

Chair	Cheryl Payne
Deputy Mayor	Barb Boulton

The annual meeting authorizations, policies and appointments were approved in a motion made by Trustee Frechette and seconded by Trustee Bray. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

The Madison Barracks PDD Amendment public hearing that was adjourned at the November meeting was re-opened in a motion made by Mayor Constance and seconded by Trustee Bray. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

The new map is not yet available and the public hearing was adjourned again until the January meeting in a motion made by Trustee Bray and seconded by Deputy Mayor Boulton. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

REVIEW OF MINUTES

The minutes of the November 12, 2019 meeting were approved as presented in a motion made by Trustee Frechette and seconded by Trustee Bray. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

MAYOR'S REPORT

The question and answer sheet received from DASNY on the REDI program was shared with the Board. The REDI Engineering Report form has been submitted and the DANC report shared with the Board.

Resolution #10 of 2019 was passed in a motion made by Mayor Constance and seconded by Deputy Mayor Boulton authorizing the Mayor to sign the loan agreement for the Bloomfield Cannon at Market Square Park. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

A letter was received from NYS Parks saying they are cancelling the funding for the Pickering-Beach Museum Park. Dave Altieri is contacting them to request reinstatement.

A letter was received from Charter Communications wanting to renew the contract they have with the Village. The current contract is good through 2022.

A Single Audit Certification form was received but the Village does not receive the level of federal funds that would require an audit.

The holiday parade starts at 4:30 on December 14th.

There are 911 address changes that will be required to meet the numbering protocol for the system. House numbers on the odd number side of Hounsfield Street are currently being done.

An email was received from Molly Reilly officially declining the office of Mayor.

A letter of support was received from SHCSD for the Housing Authority CDBG Grant application.

The small conference room at the Municipal Building will be used for tutoring a SHCSD student 3 days a week.

The Deputy Clerk's computer will be replaced by a refurbished model quoted by the Computer Center for \$899.00. This was approved in a motion made by Trustee Frechette and seconded by Trustee Bray. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

PUBLIC COMMENT

The meeting was opened to public comment at 7:18 with no comments offered.

Public comment was closed in a motion made by Trustee Frechette and seconded by Deputy Mayor Boulton. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

OLD BUSINESS

The amended Whooville application outlining the use of the Municipal Building and the Visitors Center was approved in a motion made by Deputy Mayor Boulton and seconded by Trustee Bray. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

NEW BUSINESS

A Bond Resolution for borrowing money in anticipation of the REDI funds was discussed. It was decided that it was not necessary at this point.

Mayor Constance told the Board that there is an expected 5% municipal share for REDI grants to businesses. This could be done through a variety of ways.

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TRUSTEE REPORTS

Deputy Mayor Boulton reported that the Library is continuing with their current programs and new programs will be outlined in January. They have been working on their long range plans with a consultant, Richard Halpin, with input from the Community Focus Group meetings held in the fall. There was a reminder that if the school is closed due to bad weather the library will be closed also.

Whooville is this weekend, she extended thanks to the DPW for the help with outside decorating.

Trustee Bray reported that the Tree Committee has submitted a grant application for tree management. They have also submitted the application for designation in Tree City USA.

The zoning re-write committee did not meet this month.

Trustee Fay reported that the Marketing Committee has requested authorization to spend \$3,150 for the 1000 Islands Council advertising and \$545 for the Chamber of Commerce Visitors Guide ad. This was done by a motion made by Deputy Mayor Boulton and seconded by Trustee Frechette. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays. The Marketing Committee expects the new website to be operational by February.

The Visitors Center walking trail maps have been updated.

The Visitors Center is having continuing problems with the reliability of the internet services supplied by Ridgeview Tel. Trustee Fay will look into alternatives.

Trustee Frechette reported that the LDC is providing a \$50,000 loan to redo the roof of the Stone Hospital.

The Joint Rec Committee is looking at the options for a cheaper version of the Summer Youth Program.

TREASURER'S REPORT

The Treasurer's Report was accepted in a motion made by Trustee Frechette and seconded by Trustee Bray. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

The bills listed on Abstract #7 with vouchers 102550 through 102624 were paid in a motion made by Trustee Frechette and seconded by Deputy Mayor Boulton. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.

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DEPARTMENT HEAD REPORTS

Lynn Martin, DPW Superintendent, reported that they are doing planned vehicle maintenance, the leaf pickup was completed, all seasonal meters have been removed and they continue with the snow and ice removal. John Madlin slipped on the ice and twisted his ankle.

Gail Gorgen, Visitors Center, reported that Deputy Mayor Boulton and her crew have done a beautiful job decorating the Visitors Center for Whooville.

Corey Reid, Village Engineer, said that the Wiia Grant awards and the CFA awards will be announced in December.

He has submitted the REDI Grant Engineering Report Forms.

He recommended setting up a work session to review the options for the expected REDI Grant funds for Market Square Park. A public meeting will be held.

Paul Trudeau, Police OIC, reported that due to new laws there will be some major changes in police procedures. He will have more information in January.

Janet Quinn, Planning Board Chair, said the Planning Board will meet again on December 18th.

PUBLIC COMMENT

The meeting was opened to the public at 7:48 pm with no comments offered.

The meeting was adjourned at 7:49 pm in a motion made by Trustee Frechette and seconded by Deputy Mayor Boulton. Vote 5 ayes (Constance, Boulton, Frechette, Bray and Fay), 0 nays.