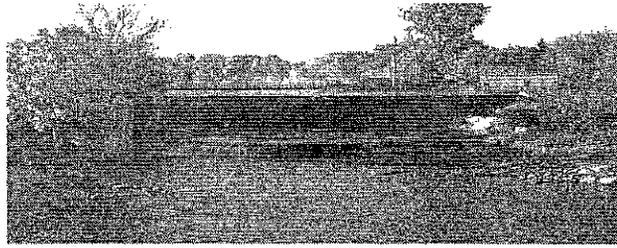


Board of Trustees  
Village of Black River, New York



Agenda  
Regular Meeting  
July 6, 2015

- Call to Order.
- Pledge of Allegiance.
- Approval of minutes of the 6/1/15 regular and 6/25/15 special meetings.
- Public Comment.
- Code Enforcement Report & review of related correspondence.
- Superintendent's Report.
- Clerk-Treasurer's Report.
- Police Department Report.

Correspondence Received:

- A) Katie Malinowski, Tug Hill                      Re: MS4 meeting minutes.

Correspondence Sent:

- A) Carl Culbertson, Black River Fire Dept.   Re: Centennial celebration.

Unfinished Business:

- A) Village Hall project update.
- B) Status of installation of security cameras at Rt. 3 pump station.
- C) Discuss adopting updated procurement policy.
- D) Discuss status of sidewalk issues.
- E) Discuss status of centennial celebration planning.
- F) Insurance update.

New Business:

- A) Discuss how to handle work absences by summer recreation staff.

- Reports From Standing Committees.
- Reports From Special Meetings.
- Authorize payment of bills; adjournment.

Village of Black River  
Board of Trustees  
Regular Meeting  
June 1, 2015

A regular meeting of the Village of Black River Board of Trustees was called to order by Mayor Leland Carpenter at 6:00 p.m. at the Karl J. Vebber Municipal Building.

Present:

Mayor Leland Carpenter  
Trustee Francis Dishaw  
Trustee Randolph Lake  
Superintendent of Public Works Steven Lillie  
Clerk-Treasurer Kathie Montigelli  
Code Enforcement Officer David Lachenauer

Absent/Excused:

Trustee Dan Darroch  
Trustee Corey Decillis

Mayor Carpenter led the Pledge of Allegiance.

A motion was made by Trustee Lake, seconded by Trustee Dishaw to approve the minutes of the 4/29/15 and 5/27/15 special and 5/4/15 regular meetings.

Trustee Darroch entered the meeting at 6:01 p.m.

A motion was made by Trustee Dishaw, seconded by Trustee Darroch to enter into executive session at 6:01 p.m. to discuss current litigation. The motion was carried.

A motion was made by Trustee Dishaw, seconded by Trustee Lake to adjourn the executive session at 6:14 p.m. and return to the open meeting. The motion was carried.

Public Comment: Patrick Flynn, 156 Maple St., asked if the concerns he expressed at the last Board meeting regarding the condition of his neighbor's property have been addressed. Mayor Carpenter said this matter is next on Code Enforcement Officer Lachenauer's agenda. Mayor Carpenter said Mr. Flynn can check on the status of the matter by contacting Mr. Lachenauer and attending Village Board meetings.

Walter Hammond from Haylor, Freyer & Coon, the Village's insurance provider, reviewed the various policies with the Board. He said the premium for law enforcement coverage will decrease by approximately \$2,000 due to a change in the underwriting rating for police classification. Following lengthy discussion regarding the current coverages for Village buildings and equipment, Mr. Hammond said he will have an appraiser perform a physical inspection of all Village buildings to ensure coverages are adequate.

A special meeting was set for June 8<sup>th</sup> at 6:00 p.m. to meet with CEO Lachenauer to discuss the issue of sidewalk ownership and maintenance.

Code Enforcement Report: CEO Lachenauer presented a detailed activity report for the month of May, stating many of the issues on the list are very time consuming to obtain compliance. He said he is required to receive twenty-four hours of training annually in order to maintain his code enforcement certification. In an effort to reduce some of the work load for CEO Lachenauer, Mayor Carpenter suggested having the Department of Public Works staff enforce the regulations relating to lawn length. CEO Lachenauer said he felt he should be responsible for this in the event a case went to court. He agreed that the police department could share the responsibilities for compliance with the regulations relating to the storage of unlicensed and unregistered vehicles.

Superintendent's Report: Superintendent Lillie reported the following:

- 90% of Village streets have been swept;
- 26 tons of waste and 15 loads of brush were collected and disposed of during the annual Village clean up;
- Village streets and grounds were prepared for the Memorial Day ceremony;
- the siren is being replaced on the Municipal Building;
- he and MEO Matthew Leary attended the NYS Rural Water Association conference;
- he had prepared and submitted the Annual Water Quality Report; and

Village Board  
Regular Meeting  
June 1, 2015

• presented a water production report for the Board's review.  
In response to a question from Trustee Lake, Superintendent Lillie said he didn't feel it is necessary to rent a street sweeper to clean Village streets.

Clerk-Treasurer's Report: The Board reviewed Clerk-Treasurer Montigelli's written report. She said she and Deputy Clerk-Treasurer Kristin Burroughs have been busy performing end of the fiscal year accounting and reporting duties.

A motion was made by Trustee Darroch, seconded by Mayor Carpenter to approve requests from the Black River Elementary School and Girl Scouts to use the Maple St. Park for picnics on June 10<sup>th</sup>, 18<sup>th</sup> and 23<sup>rd</sup>. The motion was carried.

Unfinished Business: Superintendent Lillie said he spoke with Rt. 3 pump station project engineer Jack Dodson, noting just a few minor items need to be finished before the project can be closed out.

New Business: Following discussion of the upcoming 125<sup>th</sup> anniversary of the incorporation of the Village, Clerk-Treasurer Montigelli was asked to write a letter to the Black River Fire Department, also celebrating its 125<sup>th</sup> anniversary, to form a joint planning committee. As it is also the library's 125<sup>th</sup> anniversary, Clerk-Treasurer Montigelli said she would ask if library representatives would like to join the committee as well.

A motion was made by Trustee Darroch, seconded by Mayor Carpenter to adopt the following resolution:

**Resolved**, to correct a calculation error in the 2015-2016 tax levy amount sent to the Jefferson County Real Property Office, the 2015-2016 tax levy be hereby amended by increasing the levy by \$384 from \$385,407 to \$385,791. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Darroch	Yes
Trustee Decillis	Absent
Trustee Dishaw	Yes
Trustee Lake	Yes

The motion was carried and the resolution duly adopted.

Superintendent Lillie said he has requested proposals from three contractors to repair damage to the municipal building sustained in a recent wind storm. Mayor Carpenter suggested the contractors submit proposals to replace all of the siding as well.

Reports From Standing Committees: None.

Reports From Special Meetings: None.

A motion was made by Trustee Lake, seconded by Trustee Dishaw to adopt the following resolution:

**Resolved**, that abstract dated 6/1/15 in the amount of \$7,238.48 (General Fund: \$5,539.10 Water Fund: \$298.81 Sewer Fund: \$291.66) be hereby approved. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Darroch	Yes
Trustee Decillis	Absent
Trustee Dishaw	Yes
Trustee Lake	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Darroch, seconded by Mayor Carpenter to adjourn the meeting at 6:35 p.m. The motion was carried.

Respectfully submitted,

Kathie B. Montigelli, CMC, CMFO  
Clerk-Treasurer

Village of Black River  
Board of Trustees  
Special Meeting  
June 8, 2015

Draft

Mayor Carpenter called the meeting to order at 6:00 p.m.

Present:

Mayor Lee Carpenter  
Trustee Randy Lake  
Trustee Corey Decillis  
Trustee Dan Darroch  
Code Enforcement Officer Dave Lachenauer  
Superintendent of Public Works Steve Lillie

Absent:

Trustee Frank Dishaw

The Board was present to discuss the sidewalks at the Stebbins subdivision. CEO Lachenauer suggested that the Village put in the infrastructure agreement that they would not be accepting the sidewalks and that Stebbins should come to some sort of agreement with the property owners on Ames Dr. and the corners of Ames Dr. and West Remington St. regarding maintenance. CEO Lachenauer stated that the Village code does not address maintenance of sidewalks other than snow removal. Trustee Darroch, as liaison to the Planning Board, stated that he will attend the meeting to explain the concerns to the Board. Deputy Clerk-Treasurer Burroughs stated that she will look at General Code online to see what other villages have for sidewalk laws. The board agreed to have another meeting to include the Village Attorney to discuss the issue further.

A motion was made by Trustee Decillis, seconded by Trustee Darroch to adjourn the meeting at 7:14 p.m. The motion was carried.

Respectfully submitted,

Kristin Burroughs  
Deputy Clerk Treasurer

Village of Black River  
Board of Trustees  
Special Meeting  
June 25, 2015

A special meeting of the Village of Black River Board of Trustees was called to order by Mayor Leland Carpenter at 6:00 p.m. at the Karl J. Vebber Municipal Building.

Present:

Mayor Leland Carpenter  
Trustee Dan Darroch  
Trustee Corey Decillis  
Trustee Francis Dishaw  
Trustee Randolph Lake  
Superintendent of Public Works Steven Lillie  
Clerk-Treasurer Kathie Montigelli

Mayor Carpenter said several communities have been asked to allow their police officers to work in Sackets Harbor on the Fourth of July weekend as very large crowds are expected. He said all costs will be paid by Sackets Harbor and they will be covered by their liability insurance. A motion was made by Trustee Darroch, seconded by Trustee Decillis to adopt the following resolution:

**Resolved**, that Police Chief Steven Wood is hereby authorized to work in the Village of Sackets Harbor during the time frame of July 3 - 5, 2015 pursuant to the terms as described above. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Darroch	Yes
Trustee Decillis	Yes
Trustee Dishaw	Yes
Trustee Lake	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Decillis, seconded by Trustee Dishaw to allow the Bethany Masonic Lodge to use the Maple St. Park for a picnic on July 19, 2015. The motion was carried.

A motion was made by Trustee Dishaw, seconded by Trustee Darroch to approve the following resolution:

**Resolved**, that payment of the contracts for the Black River Ambulance Squad, Black River Fire Department and Sally Ploof Hunter Memorial Library be hereby authorized in the amounts set forth in the 2015-2016 budget. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Darroch	Yes
Trustee Decillis	Yes
Trustee Dishaw	Yes
Trustee Lake	Abstain

The motion was carried and the resolution duly adopted.

Mayor Carpenter updated the Board on the status of repairs to the Municipal Building siding, noting only one contractor had responded with a proposal even though Superintendent Lillie had solicited five proposals. Clerk-Treasurer Montigelli said a NYCOM attorney said she felt it was appropriate to accept the proposal because the Village used due diligence in soliciting proposals and could not control that only one was submitted. The proposal that was received from Capital Construction was in the amount of \$7,430 for just the repair work, and also included a proposal of \$39,600 that included not only the repair but re-siding the entire building. Clerk-Treasurer Montigelli said if the Board chose to do the entire building, it would be subject to the competitive bid process as it exceeds the limit of \$35,000 set forth in General Municipal Law. Following discussion, it was the consensus of the Board to ask Capital Construction if

they could reduce their price for re-siding the entire job so it was under \$35,000, noting the repair work should proceed as planned. A motion was made by Trustee Dishaw, seconded by Trustee Darroch, to adopt the following resolution:

**Resolved**, to accept the proposal from Capital Construction in the amount of \$7,430 to perform repairs to the Karl J. Vebber Municipal Building as per the terms stated in the proposal, and also authorize the Village Treasurer, subject to permissive referendum, to expend an amount not to exceed \$10,000 from the Black River Buildings & Grounds Improvement Reserve Fund for this purpose. The motion was put to a vote as follows:

Mayor Carpenter	Yes
Trustee Darroch	Yes
Trustee Decillis	Yes
Trustee Dishaw	Yes
Trustee Lake	Yes

The motion was carried and the resolution duly adopted.

Superintendent Lillie said he asked Walter Hammond, the Village's insurance representative from Haylor, Freyer and Coon to increase coverages on the Rt. 3 pump station, the spring houses located behind it, the Maple St. pump station as well and the reservoir and also add the sewer pump station located on Huntington St. that had been inadvertently been left off the policy. Clerk-Treasurer Montigelli said she asked Mr. Hammond to research the cost of adding earthquake insurance for the reservoir.

Superintendent Lillie said Mary Lou Davey asked him if she could remove a sidewalk in front of her home on W. Remington St., noting it has fallen into disrepair and does not connect to a sidewalk on either end. A motion was made by Mayor Carpenter, seconded by Trustee Dishaw to allow Mrs. Davey to have this sidewalk remove at her expense. The motion was carried.

A motion was made by Trustee Darroch, seconded by Trustee Decillis to set June 19, 2016 as the date for the 2016 annual Michael Cerroni Memorial Run. The motion was carried.

A motion was made by Trustee Decillis, seconded by Mayor Carpenter to adjourn the meeting at 6:50 p.m. The motion was carried.

Respectfully submitted,

Kathie B. Montigelli, CMC, CMFO  
Clerk-Treasurer

## JEFFERSON COUNTY STORMWATER COALITION

*Towns of LeRay, Rutland, Watertown  
Villages of Black River, Brownville, Carthage, Dexter, West Carthage  
City of Watertown  
Jefferson County*

### Agenda

July 15, 2015, 1 pm, Village of Black River offices

1. Roll Call (pass sign-in sheet)
2. Call to Order
3. Approval of Minutes from May 20, 2015
4. Treasurer's Report
5. Correspondence/Report of Secretary
6. Report of Chairman
7. Report of Committees
  - a. Stormwater Program Coordinators Meeting
8. New Business
  - a. Change Standard Meeting Date/Time?
9. Old Business
  - a. Local Laws
  - b. U.S. Forest Service grant
10. Payment of Vouchers
11. Comments from the Public
12. Adjournment

**Jefferson County Stormwater Coalition Meeting**  
**Village of Black River**  
**1:00-2:00 P.M.**  
**May 20, 2015**

**1. Roll Call**

Town of LeRay – Ron Taylor  
Town of Rutland – Mike Gillette  
Town of Watertown – David Prosser  
Village of Black River – Kristin Burroughs  
Village of Brownville –  
Village of Carthage – John McHugh  
Village of Dexter – James Eves  
Village of West Carthage –  
City of Watertown – Mike Sligar  
Jefferson County -  
Jefferson County Planning – Jennifer Voss, Andy Nevin  
Jefferson County Soil & Water Conservation District – Christine Watkins, Pat Crast, Anna Valentine  
Tug Hill Commission – Kathy Amyot, Katie Malinowski

**2. Call To Order**

John McHugh called the meeting to order at 1:05 pm

**3. Approval of Minutes from March 18, 2015**

~~David Prosser made a motion to approve the minutes from March 18, 2015. Mike Gillette seconded. Motion carried.~~

**4. Treasurer's Report**

Ron Taylor read a summary of the treasurer's report as submitted by Mark Capone (on vacation), showing a cash balance of \$38,237.87 in the Coalition's account. Jefferson County and the T/LeRay, Watertown & Rutland have each paid the dues for 2015; therefore, membership revenue is at \$17,500. As there are no expenditures for this period, the total expenditures remain at \$10,686.72. Ron stated that Mark has submitted the required paperwork associated with the \$100,000 grant as well as a voucher for \$25,000 advance. In addition, Mark is developing a spreadsheet to track staffing hours that are directed to developing and complying with the MS4 to document the local match.

~~Mike Sligar made a motion to accept the financial report as read, subject to audit. Dave Prosser seconded. Motion carried.~~

## **5. Correspondence/Report of Secretary**

No report.

## **6. Report of Chairman**

Due to the absence of the Chair, there is no report.

## **7. Report of Committees**

- Chris stated the final annual report will be uploaded to the website along with a brief power point on May 29. A final copy of the annual report will be e-mailed to each municipality for their files. A request for signature pages of the report has been disseminated to members and need to be at JCSWCD no later than May 28<sup>th</sup> for submission by the 29<sup>th</sup> to be received by the June 1<sup>st</sup> deadline.
- Chris reported the JCSWCD will be presenting information at the Black River Watershed Conference on June 3<sup>rd</sup> as part of the required education component of the MS4 Plan. They held a 4-hour Sediment and Erosion Control workshop on March 24 at the Italian American Civic Association in Watertown and presented a session on Stormwater at the Local Government Conference on March 26.
- Beginning in June, JCSWCD will be coordinating a monthly meeting involving the program coordinator/s from each municipality to work on implementing the MS4 Plan during the 2<sup>nd</sup> year. For the 2015 annual report, the goal will be for each municipality to do monthly reporting which will be collated at the end of the year and submitted to JCSWCD to make putting together the end of year report easier. DEC has also developed an electronic format for the stormwater management plans that will help generate reports.
- Chris stated she will coordinate with the Tug Hill Commission and Jefferson County Planning Department to address local laws associated with each participating municipality.
- In addition, Chris requested the contact information of the DPW Superintendent before they leave today and reported that she is exploring opportunities for funding through the recent CFA announcement – i.e. Local Government Efficiency Grant (LGEG) or Water Quality Improvement Program (WQIP). She stated that she has not heard anything from the US Forest Service Grant on the coalition's request for \$165,900 to plant trees in each municipality and construct 3 demonstration rain gardens.

## **8. New Business**

None

## **9. Old Business**

None

## **10. Payment of Vouchers**

None submitted

**11. Comments from the Public**

No comments from the public.

**12. Adjournment**

*Mike Gillette made a motion to adjourn at 1:25 pm. Mike Sligar seconded. Motion carried.*

Next meeting July 17, 2015 at 1 pm, Village of Black River offices.

## VILLAGE OF BLACK RIVER PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every village to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the village involved with procurement;

NOW, THEREFORE, be it

RESOLVED, that the Village of Black River does hereby adopt the following procurement policies and procedures:

**Guideline 1:** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every Village Officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Village departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**Guideline 2:** All purchases of supplies and equipment which will exceed \$20,000 in the fiscal year or b) Public works contracts over \$35,000 shall be formally bid pursuant to GML, Section 103.

**Guideline 3:** All estimated purchases of:

\* Less than \$20,000 but greater than \$10,000 require a written request for a proposal (RFP) and written/faxed quoted from three (3) vendors.

\*Less than \$10,000 but greater than \$1,000 require a verbal request for the goods and verbal/faxed quotes from two (2) vendors, with the exception of parts for the highway department, where in the discretion of the village superintendent, it would be impractical or contrary to standardization policies of the highway department.

\*Less than \$1,000 are left to the discretion of the purchaser.

**Guideline 4:** All estimated public works contracts of:

\*Less than \$35,000 but greater than \$20,000 requires a written RFP and/or faxed proposal from three (3) contractors.

\*Less than \$20,000 but greater than \$5,000 require a written RFP and/or faxed proposals from two (2) contractors.

\*Less than \$5,000 but greater than \$1,000 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/faxed/verbal quotes offered. All information gathered in complying with the procedures of this guideline

shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.

**Guideline 5:** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Village and its taxpayers to make an award to other than the lower bidder. If a bidder is not deemed responsible, facts supporting that judgement shall also be documented and filed with the record supporting the procurement.

**Guideline 6:** A good faith effort shall be made to obtain the required number of proposals or quotations. The Purchaser shall document the attempt made at obtaining the proposals. In no event, shall the inability to obtain the proposals or quotes be a bar to the procurement.

**Guideline 7:** Except when directed by the Village Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies
- c) Sole source situation;
- d) Goods purchased from another governmental agency;
- e) Goods purchased at auctions;
- f) Goods purchased for less than \$1,000;
- g) Public works contracts for less than \$1,000.

**Guideline 8:** This policy shall be reviewed annually by the Village Board at its organizational meeting or as soon thereafter as is reasonably practical.

PUBLIC WORKS CONTRACTS ONLY

**VILLAGE OF BLACK RIVER  
PROCUREMENT POLICY FORM  
PUBLIC WORKS CONTRACTS**

1. Describe item(s) or service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Will cost for current fiscal year be less than \$20,000.00 (purchases) or \$35,000 (public works contract)? YES NO

3. Have other departments' needs been considered in determining the estimated total needs for current fiscal year? YES NO

4. Use for public works contracts only.

A. Less than \$35,000 but greater than \$20,000; At least three (3) written RFP and/or faxed proposals:

<u>Contractor Name</u>	<u>Price</u>
1. _____	_____
2. _____	_____
3. _____	_____

B. Less than \$20,000 but greater than \$5,000; At least two (2) written RFP and/or faxed proposals.

Contractor Name

Price

1. \_\_\_\_\_

2. \_\_\_\_\_

5. Was lowest quote accepted:

YES

NO

If no, provide written explanation of reasons for accepting a higher quote (must be in best interest of the Village of Black River)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature