

Board of Trustees
Village of Black River, New York



Agenda
Regular Meeting
February 1, 2016

- Call to Order.
- Pledge of Allegiance.
- Open public hearing on Local Law #1 of 2016.
- Approval of minutes of the 1/4/2016 regular meeting.
- Public Comment.
- Code Enforcement Report & review of related correspondence.
- Superintendent's Report.
- Clerk-Treasurer's Report.
- Police Department Report.

Correspondence Received:

- A) Black River Fire Department Re: List of officers.

Correspondence Sent:

Unfinished Business:

- A) Update on Deputy Clerk-Treasurer position (see enclosed job duties list).
- B) Discuss scheduling budget meetings.
- C) Discuss proposed sidewalk regulation changes.

New Business:

- A) Approval of Fire Department Chief and Assistant Chiefs (pursuant to information from NYCOM).

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

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one.)

of Black River

Local Law No. 1 of the year 20¹⁶

A local law to expand the residency requirements for the positions of Village Clerk-Treasurer and
(Insert Title)
Deputy Clerk-Treasurer to any resident in the County of Jefferson

Be it enacted by the Village Board of the
(Name of Legislative Body)

County City Town Village
(Select one.)

of Black River

as follows:

Article 1. - Statement of Authority. The Board of Trustees of the Village of Black River, pursuant to the authority granted in Article 3 of the Village Law and Sections 10 and 20 of the Municipal Home Rule Law of the State of New York, enacts as follows:

Article 2. - Statement of Purpose and Findings. The Board of Trustees of the Village of Black River, hereby finds that the appointed positions of Village Clerk-Treasurer and Deputy Clerk-Treasurer require a great deal of expertise, experience and knowledge. The Board of Trustees further finds that by expanding the residency requirement for such appointed offices, the Village will have a larger pool of qualified individuals from which to draw. It is the purpose of this local law to establish a new Chapter 38 of the Village Code to expand the residency requirement for the Village Clerk-Treasurer and Deputy Clerk-Treasurer to any resident in the County of Jefferson.

Article 3. - Enactment. The Board of Trustees of the Village of Black River hereby establishes Chapter 38 of the Village of Black River Code to be know as the Residency Law as follows:

38-1. - Residency.

The appointed positions of Village Clerk-Treasurer and Deputy Clerk-Treasurer may be filled with any qualified person having residency in the Village of Black River or within the County of Jefferson.

Article 4. - Severability. If any part of this Chapter shall be found to be void, voidable, or unenforceable for any reason whatsoever, it shall not effect the validity or enforceability of any remaining section or provision of this chapter.

Article 5. - Effective Date: This local law will take effect immediately upon filing with the Secretary of State.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 1 of 2016 of the ~~(County)(City)(Town)~~(Village) of Black River was duly passed by the Village Board on February 1 2016, in accordance with the applicable *(Name of Legislative Body)* provisions of law.

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the _____ and was deemed duly adopted *(Elective Chief Executive Officer*)* on _____ 20 , in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the _____ on _____ 20____. *(Elective Chief Executive Officer*)*

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)* (repassed after disapproval) by the _____ on _____ 20____. Such local *(Elective Chief Executive Officer*)* law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph ¹_____ above.

Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: _____

(Seal)

Village of Black River
Board of Trustees
Regular Meeting
January 4, 2016

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 Randolph Lake
Trustee Gary McCullough
Superintendent of Public Works Steven Lillie
Clerk-Treasurer Kathie Montigelli
Deputy Clerk-Treasurer Kristin Burroughs

Absent:

Trustee Corey Decillis
Trustee Francis Dishaw

Mayor Carpenter led the Pledge of Allegiance.

A motion was made by Trustee McCullough, seconded by Mayor Carpenter to approve the minutes of the 12/7/2015 regular/annual meeting. The motion was carried.

Public Comment: David Daily, Commissioner of the Black River baseball league, gave an overview of the league's activities. He said he would like to be included in future discussions involving league business in order to keep the lines of communication open between the league and the Village. Mayor Carpenter said it would be helpful if Mr. Daily would attend a meeting around budget preparation time in order to discuss possible projects. Mr. Daily said he would have the league's treasurer write a check to the Village for half the cost of gates that were installed at the Maple St. Park.

Code Enforcement Report: There was discussion of a memo from CEO Lachenauer regarding suggested changes to the sidewalk regulations. Following a lengthy discussion, it was the consensus of the Board that further review and discussion of the existing regulations is required, specifically with regard to the issue of ownership of land as it relates to responsibility for sidewalk maintenance.

Superintendent's Report: Superintendent Lillie reported the following:

- still waiting for a minor punch list item to be completed at the Rt. 3 pump station;
- performed regular plowing and sanding responsibilities; and
- Village water was supplied to the Town of Pamela through the LeRay district due to a water leak;

Following discussion, Superintendent Lillie was asked to consider changing the size of the plow on the new F550 truck from 8.6 to 9 feet.

Clerk-Treasurer's Report: Clerk-Treasurer Montigelli said only one application has been received for the Deputy Clerk-Treasurer position. She said an employment ad had been placed in the Watertown Daily Times and posted on the Village website. Following discussion, it was the consensus of the Board to consider expanding the residency requirements for the position to any resident in Jefferson County. A motion was made by Trustee Lake, seconded by Trustee McCullough to hold a public hearing at 6:00 p.m. on February 1, 2016 to consider the adoption of a local law to provide for this action. It was decided to post the position on Craigslist, The Workplace of Jefferson County and on flyers to be posted at various locations in the Village.

Police Department Report: Mayor Carpenter said Police Chief Steven Wood submitted his annual report for the Board's review, noting there had been 606 calls in 2015.

Unfinished Business: The Personnel Committee will meet at 4:30 p.m. on 1/14/2016 to review the Personnel Policy.

New Business: None.

Reports From Standing Committees: None.

Reports From Special Meetings: None.

A motion was made by Trustee McCullough, seconded by Trustee Lake to approve the following abstracts of audited vouchers: interim abstract dated 12/11/2015 in the amount of \$1,543.48 (General Fund: \$656.01 Water Fund: \$230.49 Trust & Agency Fund: 656.98); interim abstract dated 12/23/2015 (General Fund: \$8,303.21 Water fund: \$63.43 Sewer Fund: \$5,050.66 Trust & Agency Fund: \$140.73); and regular monthly abstract dated 1/4/2016 in the amount of \$3,409.53 (General Fund: \$5,941.39 Water Fund: \$3,409.53). The motion was carried.

Trustee McCullough said he had attended the recent meeting of the Kamargo Housing Development Fund Company's Board of Directors, the Village's senior housing apartment complex, and had been impressed with the meeting and how the facility is being managed.

A motion was made by Trustee Lake, seconded by Mayor Carpenter to adjourn the meeting at 7:55 p.m. The motion was carried.

Respectfully submitted,

Kathie B. Montigelli, CMC, CMFO
Village Clerk-Treasurer

Village of Black River
Interoffice memo

To: Village Board of Trustees

From: Dave L.

Date: January 8, 2016

RE: Annual Report

Mayor and Village Board of Trustees: Please find my annual report for permits issued in the Village for your review.

Building Permits Jan 1, 2015- Dec. 31, 2015

Name	Date	Parcel #	App#	\$ of project	Permit #	Fee	
Richard	2/2/15	14.00-4-5	1/15	\$120,000.00	1/15	\$228.00	Renovation
Stebbins	3/19/15	15.00-6-23.1	2/15	\$50,000.00	2/15	\$10.00	Tree Removal
Thorntwaite	2/20/15	75.56-1-13	3/15	\$6,380.00	3/15	\$40.00	Furnace
Brown	4/20/15	75.49-1-22	4/15	\$50,000.00	4/15	\$188.00	Remodel
Brown	4/20/15	75.49-1-29	5/15	\$5,000.00	5/15	\$34.50	Demolition
Canfield	4/27/15	75.56-2-8.53	6/15	\$7,800.00	6/15	\$34.50	Roof
Barber	4/27/15	15.00-6-23.2	7/15	\$3,500.00	7/15	\$39.00	Shed
Doherty	4/13/15	14.00-4-7.1	8/15	\$3,500.00	8/15	\$39.00	Renovation of a garage
White Jr.	5/6/15	15.00-3-21	9/15	\$800.00	9/15	\$34.50	New Roof
Montigelli	5/6/15	Renewel of permit for roof on 5/6/14			\$17.25		
Lopez	5/11/15	14.00-3-22	10/15	\$2,000.00	10/15	\$34.50	shed
Methodist Church	14.00-4-4.2	11/15	\$8,000.00	11/15	Drain replacement	\$61.50	
Ostrom	5/12/15	75.56-2-39	12/15	\$1,500.00	12/15	\$34.50	Shed
Croniser	5/15/15	75.48-1-6.3	13/15	\$1,000.00	13/15	\$34.50	Porch
Kamargo	5/27/15	75.48-1-2.2	14/15	\$61,449.00	14/15	\$10.00	Generator Zoning
Branski	5/28/15	75.48-1-6.914	15/15	\$4,000.00	15/15	\$34.50	Roof Roofing
Lyke	6/2/15	15.00-5-19	16/15	\$7,500.00	16/15	\$34.50	Roof
Kamargo	6/4/15	75.48-1-2.2	17/15	\$9,000.00	17/15	\$134.00	New windows and doors
Mushtare	6/1/15	75.48-1-31	18/15	Fence\$3,000.00	18/15	\$10.00	
Legion	6/17/15	75.57-1-67	19/15	Roof \$7,000.00	19/15	\$34.50	
Fults	6/30/15	75.56-1-16	20/15	Roof \$2,500.00	20/15	\$34.50	
Deroche	7/2/15	75.57-1-61	21/15	Roof \$6,500.00	21/15	\$34.50	
Wheeler	7/6/15	75.48-1-6.22	22/15	\$9,890.00	Furnace 22/15	\$40.00	
Steffy	7/7/15	75.56-1-25	23/15	Fence \$5,672.00	23/15	\$10.00	
Cesario	7/6/15	14.00-3-12	24/15	Furnace \$4595.00	24/15	\$40.00	

Gaines 7/24/15 75.56-2-41 25/15 Roof \$5,000.00 25/15 \$34.50
Proudfoot 7/22/15 75.56-1-50 26/15 Fence \$800.00 26/15 \$10.00
Proudfoot 7/22/15 75.56-1-50 27/15 Driveway \$3,300.00 27/15 \$10.00
Fults 7/30/15 75.56-1-16 28/15 Renovation \$10,000.00 28/15 98.50
Fults 7/30/15 75.56-1-16 29/15 Furnace \$4,500.00 29/15 \$40.00
Montigelli 8/3/15 75.56-2-7.2 30/15 Renovations of storgae shed \$800.00 30/15 \$34.50
Carpenter 8/5/15 75.56-2-12 31/15 Zoning permit for concrete \$500.00 31/15 \$10.00
Walling 8/10/15 75.56-1-35 32/15 Roofing \$4,000.00 32/15 \$34.50
Adams 8/25/15 15.00-5-17 33/15 Porch \$1,000.00 33/15 \$34.50
Jones 9/14/15 15.00-5-15 34/15 Garage \$19,000.00 34/15 \$111.00
Chandler 9/16/15 75.56-2-8.4 35/15 Furnace \$11,658.00 35/15 \$40.00
Ernst 9/21/15 75.48-1-6.4 36/15 Furnace \$5,575.00 36/15 \$40.00
Dougan 9/22/15 75.56-2-23 37/15 Roof \$5,000.00 37/15 \$34.50
Swords 9/15/15 75.57-1-54 38/15 renovations \$9,000.00 38/15 \$66.00
Burkhauser 10/16/15 75.56-1-50 39/15 Gas furnace \$6,295.00 39/15 \$40.00
Crowley 11/2/15 75.48-1-6.92 40/15 Fireplace insert \$4,400.00 40/15 \$40.00
Dishaw 10/13/15 75.48-1-10 41/15 Demolition \$12,000.00 41/15 \$79.50
Semrau 10/19/15 75.56-1-32 42/15 Addition \$5,900.00 42/15 \$57.00
F.Dishaw 10/23/15 75.56-2-38 43/15 Renovation \$5,000.00 43/15 \$34.50
Dishaw/Bush 11/2/15 75.48-1-10 44/15 single family home \$200,000.00 44/15 \$388.00
Carvalino 11/4/15 75.57-1-29 45/15 Furnace \$3,460.00 45/15 \$40.00
Carpenter 11/12/15 75.56-2-12 46/15 Fence \$3,900.00 46/15 \$10.00
Brown 11/12/15 75.49-1-22 47/15 Garage \$10,000.00 47/15 \$70.50
Gaines 11/30/15 15.00-5-20 48/15 Roof \$6,420.00 48/15 \$34.50
Bender 12/7/15 75.56-2-11 49/15 Fence \$3,500.00 49/15 \$10.00
Hanners 12/15/15 75.57-1-12 50/15 Roof \$5,000.00 50/15 \$34.50
Total amount of work \$726,594.00 total permit fees \$2,642.25

Black River Fire Department, Inc.

P.O. Box 95

Black River, New York 13612

Established in 1890

January 27, 2016

Dear Village Board of Directors:

The following individuals have been elected for office in the Black River Fire Department for 2015 as indicated:

President	Carl Culbertson
Vice President	Joe Paige
Secretary	Mark Wonderly
Treasurer	Michael Semrau
Chief	Matthew Carpenter
1 st Assistant Chief	Les Williams
2 nd Assistant Chief	Wallace O'Neill
Board of Directors	Randolf Lake
	J. Gaines
	S. Lillie

In addition, the line officers requested by Chief Carpenter are:

Captains: Randy Lake
Mark Wonderly

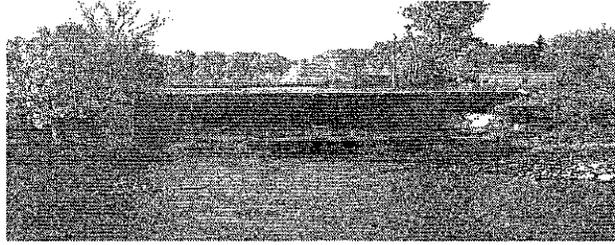
Lieutenants: Jonathan Gaines
Thomas Zecher

Sincerely,



Mark Wonderly, Secretary
BRFD

Board of Trustees
Village of Black River, New York



Deputy Village Clerk-Treasurer
Job Duties

(The following are representative of the kinds of tasks assigned to the position
and may include but not be limited to):

- Interacting with public/Village Board/other municipal boards & staff
- Answering telephone – directing calls to appropriate departments/individuals
- Typing/word processing
- Collecting water/sewer and tax bill payments
- Preparing bank deposits
- Reconciling bank statements
- Preparation of payroll and associated reports
- Filing/performing records management work
- Researching/issuing vital records (birth & death records)
- Issuance of handicapped parking permits
- Composing correspondence using appropriate grammar and punctuation in accepted business format
- Entering/processing data in accounting/utility software
- Maintaining personnel records
- Preparation of minutes for various municipal boards
- Website maintenance

Village of Black River Planning Board

Interoffice Memo

To: Village Board

Village Code Enforcement Officer

Village DPW Superintendent

From: John Cook, Chairman, Village of Black River Planning Board



Subject: Recommendations for Village Code Changes regarding Sidewalks

Date: December 15, 2015

cc: Village Planning Board Members

Village ZBA Chairman

Upon review of the items contained in the memo dated October 28, 2015 from Dave Lackenhaur, Village Code Enforcement Officer and Steve Lillie, Village DPW Superintendent, the Planning board would recommend the following changes to the Village Code relative to Sidewalks:

The adoption of proposed Code Subdivision 153-23C – The board recommends adoption of the new subdivision as written.

The adoption of proposed Code Subdivision 153-23D – The board recommends adoption of the new subdivision as written.

Concerning Sidewalk Code section 149, the board recommends the following:

The adoption of proposed subsection 149.2 B. be adopted in the following edited form from the original suggestion:

- The removal of any existing sidewalks shall be approved by the Village Board upon the recommendation of the Superintendent of Public Work, unless the Superintendent determines that the sidewalk in question is a hazard. In such cases, the Superintendent shall act expeditiously to remove the existing sidewalk to eliminate the hazard.

The adoption of proposed section 149.2 C. is not recommended. The proposed code change would require acceptance of sidewalk by a homeowner for walk that already exists. The fact that it is a "replacement" program assumes the sidewalk is preexisting and already is the responsibility of the adjacent homeowner as detailed in section 128-6 of the Village Code.

The adoption of proposed section 149.2 D. is not recommended. The Planning Board suggests instead that an evaluation and scoring of all sidewalk be done throughout the village and be prioritized based on a condition standard. This would allow the highest priority sidewalk to be addressed on a systematic basis. As the management process is subject to change and not a specification or standard, the planning board feels it best not to codify it.

The adoption of proposed section 175-31 changes. The planning board does not recommend this change. Current Code provides for all new development to include sidewalk in their plans. It is unfortunate that one of the costs of new development requires some adjacent property owners to assume additional responsibility. The Planning Board feels that such agreements could discourage potential development as there is no plausible way to maintain a standard for the suggested agreements. To adopt such agreements is contrary to the entire public hearing and planning process.

Please let me know if the Planning Board can be of further assistance.

JFC/jfc