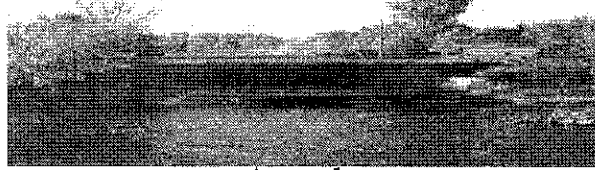


Board of Trustees
Village of Black River, New York



Agenda

Regular Meeting

February 5, 2024

- Call to order.
- Pledge of Allegiance.
- Approval of minutes of the 1/8/24 regular meeting
- Public Comment.
- Police Department Report.
- Code Enforcement Report & review of related correspondence.
- Clerk-Treasurer's Report.
- Superintendent's Report.

Correspondence Received:

- | | |
|--|----------------------------|
| A) Stephen Kowalick | Re: Planning Board |
| B) Sally Ploof Hunter Memorial Library | Re: Facilities Use Request |
| C) Peter Merigris | Re: Letter of resignation |

Correspondence Sent:

New Business:

- A) Matt Carpenter & Jefferson County EMS Rep. Re: Solar, EV, Lithium batteries
- B) Budget Time Line
- C) Planning Board Recommendations
- D) Discuss Code Enforcement Position

Unfinished Business:

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

Village of Black River
Board of Trustees
Regular Meeting
January 8, 2024

DRAFT

Mayor Leonard called the regular meeting to order and led the Pledge of Allegiance at 6:00 p.m.

Present:

Mayor David Leonard
Trustee David Daily
Trustee Bonnie Proven
Trustee Corey Decillis
Trustee Randy Lake
Superintendent Les Williams
Clerk-Treasurer Kristin Williams
Code Enforcement Officer James Holland
Police Chief Steven Wood

A motion was made by Trustee Decillis, seconded by Trustee Daily to approve the minutes of the December 4, 2023 meeting. The motion was carried.

Public Comment: Representatives from the NY Citizens Audit were present to discuss an audit of the 2022 general election due to verify voter rolls and that votes cast equaled the number of registered voters.

A motion was made by Trustee Lake, seconded by Mayor Leonard to sign the resolution in support of the New York Citizens Audit request for an audit of the 2022 General Election. The motion was put to a vote as follows:

Mayor Leonard	Yes
Trustee Lake	Yes
Trustee Daily	Yes
Trustee Proven	Yes
Trustee Decillis	No.

The motion was carried and the resolution duly adopted.

Former Mayor, Francis Dishaw congratulated Mayor Leonard, Trustees Daily, Lake and Decillis on their board seats.

Village Attorney Henry Leader was present to meet the new board members.

Code Enforcement Report: CEO Holland stated that 46 permits had been issued and that there were 32 code violations. He stated that he has provided his schedule through the end of January and that he wanted to thank the employees for their assistance over the years.

Police Department Report: Police Chief Wood stated that he has received a Freedom of Information Law (FOIL) request that is very lengthy and requests information dating back to 2018. He stated that he is working with the Village Attorney and the Jefferson County District Attorney regarding the request. He also stated that he worked several hours for the Stop DWI campaign.

Clerk-Treasurer's Report: Clerk-Treasurer Williams stated that she would have a budget time line for the February meeting.

Superintendent's Report: Superintendent Williams stated that there were only two stopped meters this billing period and that there are 70 meters left for replacement. He stated that he has spoken with a representative from Master Meter regarding an antenna-based meter reading system. He stated that with the antenna-based system the resident would be able utilize an app on

their phone to view their current usage. Superintendent Williams discussed purchasing a mapping system which would have the layout of the village water system. He stated that there are a couple of places where there is an issue with residents blowing snow onto other people's property.

Correspondence Received: The board reviewed a letter of interest from Bryan Benson regarding the open planning board position.

A motion was made by Trustee Lake, seconded by Trustee Proven to approve Bryan Benson as a member of the Planning Board. The motion was carried.

Correspondence Sent: The board reviewed letters sent to the planning board, Paul Shepard and Thomas Bauschke.

New Business: Mayor Leonard and Trustee Daily discussed the interview with Terry Ault for the Code Enforcement Officer Position. They stated that the interview went well and that Mr. Ault is a good candidate for the position.

A motion was made by Trustee Daily, seconded by Trustee Decillis to adopt the following resolution:

Resolved, that Terry Ault be hired as Code Enforcement Officer contingent upon results of a background check. The motion was put to a vote as follows:

Mayor Leonard	Yes
Trustee Lake	Yes
Trustee Daily	Yes
Trustee Proven	Yes
Trustee Decillis	Yes

The motion was carried and the resolution duly adopted.

Mayor Leonard stated that he is interested in holding some events in the village such as food trucks at the park, farmers markets and live music and that he will be looking for volunteers to assist.

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

Resolved, that the Intermunicipal Agreement for the Jefferson County Stormwater Coalition be signed and that the coalition be asked to hire someone to take care of all requirements of the MS4 due to the fact that it poses an unnecessary burden on the village. The village does not have the staff or expertise to complete all of the required tasks. The motion was put to a vote as follows:

Mayor Leonard	Yes
Trustee Lake	Yes
Trustee Daily	Yes
Trustee Proven	Yes
Trustee Decillis	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Decillis, seconded by Mayor Leonard to approve a water/sewer bill adjustment for Roy McCullen in the amount \$193.49 due to a meter change. The motion was carried.

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

Resolved, that the Village of Black River Board of Trustees confirms that funds in the amount of \$99,340 were appropriated in the water fund of the 2023-2024 Village Budget for the purpose of repairing the water storage tank on Hadley Rd. The motion was put to a vote as follows:

Mayor Leonard	Yes
Trustee Lake	Yes
Trustee Daily	Yes
Trustee Proven	Yes
Trustee Decillis	Yes

The motion was carried and the resolution duly adopted.

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

Resolved, that Mayor Leonard be authorized to sign the contract between the Village of Black River and DN Tank for repairs to the water storage tanks. The motion was put to a vote as follows:

Mayor Leonard	Yes
Trustee Lake	Yes
Trustee Daily	Yes
Trustee Proven	Yes
Trustee Decillis	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Decillis, seconded by Trustee Daily to adopt the following resolution:

Resolved, that the following abstracts of audited vouchers be approved: interim abstract dated 12/15/23 in the amount of \$7,688.10 (General Fund: \$6,083.82 Water Fund: \$1,604.28) interim abstract dated 12/29/23 in the amount of \$15,501.25 (General Fund: \$15,451.55 Water Fund: \$49.70) and regular monthly abstract dated 1/8/24 in the amount of \$28,747.79 (General Fund: \$24,051.41 Water Fund: \$,4696.38). The motion was put to a vote as follows:

Mayor Leonard	Yes
Trustee Lake	Yes
Trustee Daily	Yes
Trustee Proven	Yes
Trustee Decillis	Yes

The motion was carried and the resolution duly adopted

A motion was made by Mayor Leonard, seconded by Trustee Decillis to adjourn the meeting at 8:04 p.m. The motion was carried.

Respectfully submitted,

Kristin Williams
Clerk-Treasurer

Village of Black River
Board of Trustees
Special Meeting
January 22, 2024

DRAFT

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

Present:

Mayor David Leonard
Trustee Bonnie Proven
Trustee Randy Lake
Trustee Corey Decillis
Trustee David Daily
Superintendent Les Williams
Clerk-Treasurer Kristin Williams
Deputy Clerk Treasurer Tarra Benson

The board discussed the Town of Rutland water contract. The agreed that Clerk-Treasurer Williams would draft the concerns and send them to the attorney. The board would like to request that the attorney draft a letter to the Town of Rutland regarding section 8 (b) of the contract. The village would like to inspect the water meters and determine that they are in correct working order and that the bypass is closed.

Clerk-Treasurer Williams stated that during the wind storm, the Department of Public Works went to Tractor Supply to purchase a fuel tank in order to easily fuel generators due to the power outage. The purchase was over the Village's credit limit. Clerk-Treasurer Williams stated that she called Tractor Supply to request a credit limit increase. Due to the fact that there was no phone or internet service for verification purposes, the increase could not be authorized by Tractor Supply. Assistant Superintendent Matthew Leary offered to purchase the fuel tank with his Tractor Supply card and submit his receipt for reimbursement.

A motion was made by Trustee Decillis, seconded by Trustee Daily to adopt the following resolution:

Resolved, that Matthew Leary be reimbursed in the amount of \$549.99 for the purchase of a fuel tank for the Department of Public Works. The motion was put to a vote as follows:

Mayor Leonard	Yes
Trustee Decillis	Yes
Trustee Daily	Yes
Trustee Lake	Yes
Trustee Proven	Yes

The motion was carried and the resolution duly adopted.

A motion was made by Trustee Daily, seconded by Trustee Proven to adjourn the meeting at 7:39 p.m. The motion was carried.

Respectfully submitted,

Kristin Williams
Clerk-Treasurer

STEPHEN M. KOWALICK

135 STAFFORD DRIVE
BLACK RIVER, NEW YORK 13612
(315) 783-0192

January 22, 2024

Village of Black River
107 Jefferson Place
Black River, NY 13612

To Whom It May Concern:

I am writing to express my interest in learning more about Planning Board vacancy, the responsibilities involved, and how I might be able to contribute to the community as a Board member. I am a 22 year resident of the Village, and 34 year employee of the Jefferson County Probation Department, currently in the capacity of Probation Supervisor. I look forward to hearing from you.

Sincerely,



Stephen M. Kowalick

Board of Trustees
Village of Black River, New York



FACILITIES USE APPLICATION

Name Mary Louise Hunt Today's Date 1/9/2024
Organization Sally Ploof Hunter Memorial Library
Telephone # 315-773-5963 Date & Hours Requested 1/8/2024 1:00-4:00
Check Facility (ies) Requested:

Municipal Offices Meeting Room () Maple Street Park
Maple Street Recreation Building () Maple Street Pavilion
Other () Please Specify _____

* Certificate of Insurance provided? () Yes () No

Please give a brief description of planned activity: _____
Eclipse Party

Statement of Responsibility

I/We agree to assume responsibility for the facility/grounds requested above. I/We will ensure that all buildings and/or grounds are clean, neat and returned to the physical condition in which they were found. I/We agree to remove any garbage and recycling generated as a result of the above event. ~~No alcoholic beverages or glass containers are allowed on the premises.~~

Mary Louise Hunt
Signature

OFFICE USE ONLY

Approved () at the _____ Village Board Meeting
Disapproved () at the _____ Village Board Meeting
Reason for disapproval _____
Signature _____ Date _____

Any person with a disability who may need to make special arrangements to use the above facility (ies) may do so by calling the Black River Village Office at 773-5721 during business hours at least three days in advance of the planned activity. Thank you.

deputyclerktreasurer blackriverny.org

From: impalapete950506 <impalapete950506@gmail.com>
Sent: Thursday, February 1, 2024 7:19 PM
To: deputyclerktreasurer blackriverny.org
Subject: Resignation Letter for ZBA.

Goodevening,

My name is Peter Merigris. This is my resignation letter for the position of Zoning Board of Appeals due to moving out the Village of Black River limits. Thank you for the knowledge I have gained. I did learn so much.

Thank you

Peter Merigris

Budget Time Line

(As set forth in Village Law)

- | | |
|--|--|
| <u>On or before March 1st.</u> | Heads of administrative units (department heads) to submit budget estimates to budget officer (Mayor or designee). |
| <u>On or before March 31st.</u> | Budget officer to present tentative budget to the Board of Trustees for review and modification. |
| <u>On or before April 15th.</u> | Public hearing to be held on tentative budget. |
| <u>On or before May 1st.</u> | Budget to be adopted. |

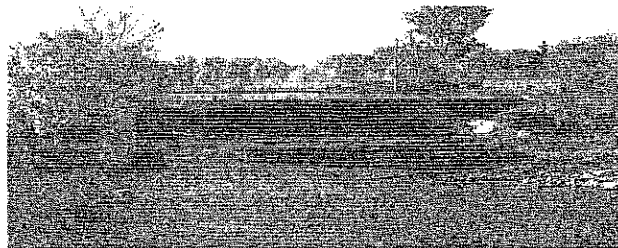
Suggested dates

- | | |
|---|---|
| <u>2nd week of Feb.</u> | Meeting with Mayor & dept. heads to discuss wage & salary schedule for employees & elected and appointed officials. |
| <u>4th week of Feb.</u> | Meeting to discuss department funding requests (Dept. of Public Works, Clerk-Treasurer's Office, Police Dept., Code Enforcement). |
| <u>3rd week of March.</u> | Meeting to review tentative budget. |
| <u>4th week of March.</u> | Second Review of tentative budget if necessary. |
| <u>1st week of April.</u> | Public hearing on tentative budget. |
| <u>On or before May 1st.</u> | Adopt budget. |

The Planning Board would like to make the recommendation to change article III 149:11 to read CEO and paragraph 149:18 to read CEO and Superintendent.

The Planning Board would also like to recommend an addition to chapter 85-3A (4) to add “all excavating in the Village including the creation, expansion, and repaving of driveways and parking lots.”

Code Enforcement Office
Village of Black River, New York



November 14, 2023

RE: Village Code Chapter 149 Article III Excavations

Dear Planning Board Members,

I am writing to make you aware of a section of the Village Code that you should consider revising during your review of the code. Village Code Chapter 149 Article III Excavations, requires property owners to obtain a permit when they are opening an entrance to a village street, excavating a village street or crossing a village street. Usually, permits are issued by the Code Enforcement Officer (CEO) but in this instance the permit is issued by the Village Clerk (Clerk) and enforced by the Village Superintendent of Public Works (Superintendent).

I would like you to consider changing the permit issuing responsibility to the CEO and enforcement to both the CEO and the Superintendent or their designee. This change keeps the CEO as the sole permitting authority but allows the Public Works department the authority to stop work that may potentially damage a village street or any village infrastructure.

I also ask the board to consider revising the code to include ~~all~~ excavating in the village including the creation, expansion and repaving of driveways and parking lots. This issue was brought to our attention this summer when a paving contractor was paving a new driveway over the water shut off and was stopped by the Superintendent only moments before the shut off was covered. The current Village Code doesn't require a permit for this work. It should because the Village code has requirements for driveways and parking lots and the easiest way to ensure those requirements are followed is to have the CEO and Superintendent review the plans prior to excavation.

If you should have any questions or concerns regarding this matter, please feel free to contact me at the Village Office.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Holland', written over a horizontal line.

James Holland
Code Enforcement Officer