

Board of Trustees  
Village of Black River, New York



Agenda

Regular Meeting

June 10, 2024

- Call to order.
- Pledge of Allegiance.
- Approval of minutes of the 5/20/24 & 5/29/24 special meetings & 5/6//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) Jefferson County Dept. of Planning | Re: Solar Reg. Comments |
| B) Black River Fire Department        | Re: Member Approval     |
| C) Kristin Williams                   | Re: Resignation         |

Correspondence Sent:

New Business:

- A) Discuss hiring for summer recreation program

Unfinished Business:

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

Village of Black River  
Board of Trustees  
Regular Meeting  
May 6, 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 Bonnie Proven  
Trustee David Daily  
Trustee Randy Lake  
Superintendent Les Williams  
Clerk-Treasurer Kristin Williams  
Police Chief Steve Wood  
Deputy Clerk Treasurer Tarra Benson

Excused:

Trustee Corey Decillis

A motion was made by Trustee Daily, seconded by Trustee Lake to approve the minutes of the 3/25/24 & 4/9/24 special meeting and the 4/1/24 regular meeting. The motion was carried.

Mayor Leonard opened the public hearing for Local Law 1 regarding excavation and construction of driveways.

A gentleman was present to discuss the possibility of placing a used car lot on the property at 204 W. Remington St.

Police Department Report: Police Chief Wood stated that he attended a traffic safety conference for two days and attended the funerals for the two police officers that were shot.

Superintendent's Report: Superintendent Williams stated that sweeping has gone well, West Carthage is interested in submitting a joint application with the village for the purchase of a street sweeper to be shared between the communities. He stated that the first round of testing for chlorides at the Maple St. well came back low and the second round came back at 317. He stated that the well has been taken off line and that he would like to have testing done at another lab to see if the results are the same. Superintendent Williams stated that the Annual Water Quality Report has been completed and distributed, NYS Rural Water will help write the required Standard Operating Procedures and Standard Operating Guidelines that are required. Final brush pickup will be May 9<sup>th</sup>. Assistant Superintendent Leary went to help the Town of Rutland with brush pickup and Superintendent Williams inquired about attending highway school at Cornell in June for three days. He stated that the cost is \$125 for the conference.

A motion was made by Mayor Leonard, seconded by Trustee Daily to authorize Superintendent Williams to attend Highway School. The motion was carried

Correspondence Received: The board reviewed the minutes from the Rt. 3 Sewer Board.

Correspondence Sent: The board reviewed a letter that was sent to the Town of Rutland requesting a joint meeting.

New Business: Mayor Leonard closed the public hearing for Local Law 1 at 7:05 p.m.

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

**Resolved**, that Local Law 1 of 2024 be adopted. The motion was put to a vote as follows:

Village Board  
May 6, 2024  
Page -2-

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

The motion was carried and the resolution duly adopted.

It was decided that Mayor Leonard and Trustee Daily will review the office job applications and set up interviews.

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

**Resolved**, the following abstracts of audited vouchers be approved:  
interim abstract dated 4/9/24 in the amount of \$24,212.19 (General Fund: \$7,839.86 Water Fund: \$2,570.57 Sewer Fund: \$13,801.76) interim abstract dated 5/2/24 in the amount of \$17,314.85 (General Fund: \$3,585.23 Water Fund: \$13,731.62) and regular monthly abstract dated 5/6/24 in the amount of \$6,494.36 (General Fund: \$2,207.99 Water Fund: \$4,286.37). The motion was put to a vote as follows:

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

The motion was carried and the resolution duly adopted.

Trustee Daily stated that the Tri Village Baseball League had 110 kids sign up this year and that there was a nice presentation for the Decillis family due to the passing of Pamala Decillis who ran the concession stand.

A motion was made by Mayor Leonard, seconded by Trustee Daily to adjourn the meeting at 7:17 p.m. The motion was carried.

Respectfully submitted,

Kristin Williams  
Clerk-Treasurer

Village of Black River  
Board of Trustees  
Special Meeting  
May 20, 2024

DRAFT

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

Present:

Mayor David Leonard  
Trustee David Daily  
Trustee Randy Lake  
Clerk-Treasurer Kristin Williams

Excused:

Trustee Corey Decillis  
Trustee Bonnie Proven

The board discussed the interviews that were held for the Deputy Clerk/Clerk position.

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

**Resolved**, that Todd Kennedy be hire for the position of Village Clerk-Treasurer, contingent upon the results of a background check, to be paid at a rate of \$24 per hour if health insurance is accepted and \$25 per hour if health insurance is not accepted. The motion was put to a vote as follows:

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

The motion was carried and the resolution duly adopted.

A motion was made by Mayor Leonard, seconded by Trustee Lake to adjourn the meeting at 6:30 p.m. The motion was carried.

Respectfully submitted,

Kristin Williams  
Clerk-Treasurer

Village of Black River  
Board of Trustees  
Special Meeting  
May 29, 2024

DRAFT

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

Present:

Mayor David Leonard  
Trustee Bonnie Proven  
Trustee David Daily  
Trustee Corey Decillis

Excused:

Trustee Randy Lake

A motion was made by Trustee Decillis, seconded by Trustee Daily to approve the budget amendments as presented (see attached). The motion was carried.

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

**Resolved**, that the following abstract of audited vouchers be approved: final abstract of the fiscal year dated 5/28/24 in the amount of \$40,399.74 (General Fund: \$17,313.86 Water Fund: \$419.00 Sewer Fund: \$22,666.88). The motion was put to a vote as follows:

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

The motion was carried and the resolution duly adopted.

The board agreed to move the regular meeting scheduled for Monday, June 3<sup>rd</sup> to Monday, June 10<sup>th</sup> at 6:00 p.m.

A motion was made by Mayor Leonard, seconded by Trustee Decillis to adjourn the meeting at 7:03 p.m. The motion was carried.

Respectfully submitted,

Kristin Williams  
Clerk-Treasurer

**BLACK RIVER POLICE DEPARTMENT  
MONTHLY REPORT  
May-24**

	B/R		Apr-24	Mar-24	Feb-24	Jan-24
ARRESTS -	0		0	0	0	0
COMPLAINTS -	7		9	15	23	20
VEHICLE STOPS -	7		3	16	20	3
TICKETS ISSUED -	0		2	2	7	1
ACCIDENT REPORTS -	0		0	0	0	0
PARKING VIOLATIONS -	1		0	0	0	1
MOTORIST ASSISTS -	0		0	0	2	1
ASSIST OTHER AGENCY -	3		1	4	3	2
ESCORTS -	0		1	0	0	0
VEHICLES TOWED -	0		0	0	0	0
PROPERTY CHECKS -	7		2	8	3	2
INCIDENT REPORTS -	5		5	18	17	13
DOMESTIC REPORTS -	0		0	0	0	1
OFFENSE REPORTS -	1		0	0	0	0
FOLLOW UP REPORTS -	1		0	0	0	0
CRIMES REPORTED -	0		0	0	0	1

**DAYS WORKED PER MONTH - 7/31**

**HOURS WORKED - 43.5 HOURS**

**MILES DRIVEN - 169 MILES**

**EXTRA DETAILS - 8 HRS DWI PATROL, ARMED FORCES DAY PARADE, FELTS MILLS PARADE, BLACK RIVER PARADE**

**POLICE CHIEF, STEVEN C WOOD #2701  
POLICE DEPARTMENT  
VILLAGE OF BLACK RIVER NY**

*SC WOOD #2701*



**Department of Planning**  
175 Arsenal Street, 3<sup>rd</sup> Floor  
Watertown, NY 13601

Michael J. Bourcy  
Director of Planning

(315) 785-3144  
(315) 785-5092 (Fax)

May 30, 2024

Charles Stafford, Chairperson  
Village of Black River  
107 Jefferson Place  
Black River, NY 13612

Re: Village of Black River, Zoning Amendment, Solar Energy Regulations,  
JCDP File # V BI 1 - 24

Dear Charles,

On May 28, 2024, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board lacked a quorum due to an abstention during the vote for this project, but the following staff comments are provided.

During the review, the County Planning Board identified that zoning amendments are required to be in accordance with a comprehensive plan, pursuant to NYS Village Law.

Furthermore, the Board has the following local advisory comments:

The local board should consider adding the following sections: Emergency Operations Plan; Fire Safety Compliance Plan; and Road Maintenance Agreement. Attached to this letter is an example of language used in all three sections. These sections would be added before Section 175-90: Safety so that they are included as part of the Tier 4 Solar Energy Systems regulations.

On page 1, the local board should consider revising paragraph E, under Section 175-82: Statement of Purpose. The words "past comprehensive plans" should be removed because we are not aware of any current comprehensive plans for the Village of Black River. In addition, the sentence "The limited open space and vacant land should be dedicated to residential and small business development within the Village of Black

River" should be revised if you would not want all of your vacant land to be used for residential and small business development. An option "There is limited vacant land within the Village for development. The Village would prefer this land to be available to expand residential opportunities and small commercial operations to serve the residents of the Village of Black River."

On page 3, the local board should consider revising the definition for A. Tier 1 Solar Energy Systems to include the following: "3) Ground-Mounted Solar Energy Systems with a Nameplate Capacity of up to 25 kW AC **and which generate no more than 110% of electricity consumed on the site over the previous 12 months.**" This addition is already a national grid standard; therefore, someone cannot build up to the maximum capacity of 25 kW AC unless it's not more than the 110% of their electric consumption on site.

On page 12, Section 175-90: Safety, paragraph E, Liability Insurance Coverage, should be reviewed by the Village Attorney to ensure the feasibility and legality of this language.

Lastly, the Village Attorney should review the proposed Solar Law to ensure that the formatting of each section is adequate for when the Solar Law is adopted and inserted into the Village of Black River's Zoning Law.

Please note that the advisory comments are not a condition of the County Planning Board's action. They are listed to assist the local board in its review of the project. The local board is free to make its final decision.

General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.

Thank you.

Sincerely,



Samuel Wilson  
Assistant Planner



## **§ \_\_\_\_\_: Emergency Operations Plan**

A copy of the approved emergency operations plan shall be given to the system owner, the local fire department, and the local fire code official. A permanent copy shall also be placed in an approved location to be accessible to facility personnel, fire code officials, and emergency responders. The emergency operations plan shall include the following information:

- Procedures for safe shutdown, de-energizing, or isolation of equipment and systems under emergency conditions to reduce the risk of fire, electric shock, and personal injuries, and for safe start-up following cessation of emergency conditions.
- Procedures for inspection and testing of associated alarms, interlocks, and controls.
- Procedures to be followed in response to notifications from the battery energy storage management system, when provided, that could signify potentially dangerous conditions, including shutting down equipment, summoning service, and repair personnel, and providing agreed-upon notification to Fire Department personnel for potentially hazardous conditions in the event of a system failure.
- Emergency procedures to be followed in case of fire, explosion, release of liquids or vapors, damage to critical moving parts, or other potentially dangerous conditions. Procedures can include sounding the alarm, notifying the Fire Department, evacuating personnel, de-energizing equipment, and controlling and extinguishing the fire.
- Response considerations similar to a Safety Data Sheet (SDS) that will address response safety concerns and extinguishment when an SDS is not required.
- Procedures for dealing with battery energy storage system equipment damaged in a fire or other emergency event, including maintaining contact information for personnel qualified to safely remove damaged battery energy storage system equipment from the facility.
- Other procedures as determined necessary by the Village Code Enforcement Officer or Planning Board to provide for the safety of occupants, neighboring properties, and emergency responders.

Procedures and schedules for conducting drills of these procedures and for training local first responders on the contents of the plan and appropriate response procedures.

## **§ \_\_\_\_\_: Fire Safety Compliance Plan**

Such plan shall document and verify that the system and its associated controls and safety systems are in compliance with the Uniform Code.

- For battery storage: they shall meet NFPA 855 requirements.
- Include that multiple surrounding fire departments receive annual training in firefighting.

## **§ \_\_\_\_\_: Road Maintenance Agreement**

For all Tier 4 Solar Energy Systems and Tier 4 Solar Energy Equipment, a road maintenance agreement will be required to be completed in conjunction with the Village Department of Public Works for the Village streets where the solar equipment, battery energy storage equipment, or construction materials using heavy vehicles will be transported during project construction.

***Black River Fire Department, Inc.***

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P.O. Box 95

Black River, New York 13612

Established in 1891

May 30, 2024

Dear Village Board of Directors:

The following individuals have applied to the Department for membership:

Charles H. Wallace 10434 5<sup>th</sup> Armored Division Drive Fort Drum NY 13602

An arson investigation and criminal background check have been completed. References listed on the application have been called. In addition, the individuals have met with an interview committee and have been approved.

Sincerely,



Jonathan Gaines, Secretary  
BRFD

June 7, 2024

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

Dear Mayor and Board of Trustees;

This letter is to formally notify you of my resignation from my position as Village Clerk-Treasurer. My last day in the office will be Friday, August 9, 2024 and my last official day on payroll will be Sunday, September 1, 2024.

I am grateful for the opportunity to have worked with some very dedicated village employees both in the present and in the past. This village is lucky to have Department of Public Works, Police Department, Code Enforcement and Office staff who work closely together to ensure that the day-to-day operations run as smoothly as possible.

Thank you for the opportunity to serve the village and its residents for the last 19 years.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Williams". The signature is written in a cursive style with a large initial "K".

Kristin Williams